

**To  
The Deputy Director General of Meteorology,  
Regional Meteorological Centre,  
Alipore, Kolkata – 700 027.**

Sub: Request for grant of SPECIAL *LEAVE*

*Sir,*

I do hereby beg to submit an application in prescribed format as mentioned below requesting your good self to grant me *special leave* on 18<sup>th</sup> April'2011 for my absence: -

1. Name and Designation :
2. Office / Section :
3. Distance of residence from Office in Km. :
4. Reason of Absence :
5. Declaration :
6. Station Leave address :

As such, you are requested to kindly grant me special leave on \_\_\_\_\_ and oblige.

Thanking you,

Yours faithfully,

Date:  
Place:

Signature