

From

To

The General Manager,
BSNL.,
Salem 636 007 [thro proper channel]

Madam

Sub: Request for Special Casual Leave – reg.

Ref: GM.,BSNL., Salem Lr.No.G48/2018-22/59 dtd 15.01.2022

District Executive Committee meeting of our Union “**BSNL Employees Union**”,
Salem District branch is proposed to be held at Main Telephone Exchange,
Salem on 18.01.2022. I have to attend the same in the status of

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Kindly grant me one day Special Casual Leave on 18.01.2022, with permission to
leave the Head quarters.

Thanking you,

Yours faithfully,

Place:

Date: