

CONFIDENTIAL

To,

Dean
COVSc & AH
Mathura

Sir,

I may kindly be permitted to accept the examination as per details furnished below and accept the remuneration / honorarium to be sanctioned by the University/Board concerned.

S. No.	Name with Designation	Details of Examination	Subjects	Class	Dates of the Examination	Name of the University /Board	No. of Examination already accepted during the session
1.							

The proposed work will involve my absence from the duty fordays. However will carry on my duties in addition to his own duties during my absence. I request you to kindly allow me to leave the headquarters on above mentioned dates to conduct the aforesaid, examination.

Yours Faithfully

Signature of Applicant

Signature of Forwarding Officer