To, **CONFIDENTIAL**

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 for ………days. 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