

Date: _____

To,
The Principal,
Satyawati College (Evening),
Ashok Vihar Phase-III,
Delhi – 110052

Sub: Prior permission for attending the office on Holiday(s)/Sunday(s)

Sir,

The following employee(s) may be attending the office on _____ to
_____.

Prior permission may be accorded for attending the office on the aforesaid date and the employee(s) will be paid Honorarium/Compensatory-off as per rules as mentioned against each:

| Sl. No. | Name & Designation | Compensatory / Honorarium | Signature of the employee |
|---------|--------------------|---------------------------|---------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

Thanking you,

Yours faithfully,

Approved / Not-Approved

PRINCIPAL