

from :-

R. Mahendran  
Office Assistant,  
Sri Kaliswari College,  
Sivakasi.

To :-

The Secretary,  
Sri Kaliswari College,  
Sivakasi.

Through :-

The principal  
Sri Kaliswari College,  
Sivakasi

Respected sir:-

As I wish to inform you that my  
Marriage is held on 08.09.2019 (Sunday) so I  
request you to kindly permit me to take

Special leave on 07.09.2019, 09.09.2019 from

11.09.2019 to 13.09.2019.

Thanking you

Yours Truly  
R. Mahendran.

Place  
date



Forwarded to the Secretary  
by  
S. S. S.

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

From

M. Muthu Srinivasan, (AT 8589)  
Assistant Professor,  
Dept of Computer Applications,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

To

The Secretary,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Through  
The Principal,  
Sri Kaliswari College  
(Autonomous),  
Sivakasi.

Through

The Head of the Department,  
Dept of Computer Applications,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Respected Sir,

Sub: Seeking permission to avail Special leave.

I am happy to inform you that my marriage is on  
13-mar-2019. For that I need to avail Special leave from  
12-mar-2019 to 15-mar-2019 and 18-mar-2019.

Please grant me permission to take the Special leave.

Thanking you

Yours truly,  
Mr. M. Muthu Srinivasan

Place: Sivakasi

Date: 8-mar-2019



Musshul  
100 8/3/19

Forwarded to the Secretary

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

From

G. LINGIAPERUMAL, ✓  
Assistant Professor,  
Department of Commerce,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

To

The Secretary,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Through

The Principal,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Through

The Head of the Department,  
Department of Commerce,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Respected Sir,

I am going to get married on 02/09/2019

In this regard, I need a special leave of five days from 03/09/2019 to 07/09/2019. So I kindly request you to accord permission for the same.

Thanking You

Yours faithfully

Date: 28/08/2019

Place: Sivakasi.



HOD  
28/08/2019

G. R. R. ✓

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

Forwarded to the Secretary  
by [Signature]

From

M. Revatheeswari (ATS 578),  
Assistant Professor,  
Department of Computer Science,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

To

The Secretary,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Through

1. The Principal,  
Sri Kaliswari College (Autonomous),  
Sivakasi.
2. The Head of the Department,  
Department of Computer Science,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Respected Sir,

Sub: Seeking Permission for special leave - req.

I am glad to inform you that my marriage occasion is on 28.08.19. So, I kindly request you to provide me special leave for five days only. (27.08.19 to 31.08.19)

Thanking you.

Yours Obediently,  
M. Rev. Es

Sivakasi.

Forwarded to the Secretary

19.08.19



19/8/19

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

From

J. Anitha

Assistant Professor of English

Sri Kaliswari College

Sivakasi

To

The Secretary

Sri Kaliswari College

Sivakasi.

Through

The Principal

Sri Kaliswari College

Sivakasi

Through

The Head

Department of English

Sri Kaliswari College

Sivakasi

Respected Sir

I would like to bring to your kind notice that, I am getting married on 26.2.2020. Hence I would like to take five days leave from 25.2.2020 to 29.2.2020. I request you to kindly consider it as special leave and grant permission to take leave.

Thanking You

Sivakasi

19.2.2020



Yours faithfully

J. Anitha.

S. Jeyaraj  
19/2/2020

Forwarded to the Secretary  
Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

From

M-LAKSHMANA KONAR  
Asst. Prof  
PG Dept. of Commerce  
Sri Kaliswari College,  
Sivakasi

TO

The Secretary  
Sri Kaliswari College  
Sivakasi

Through

i) The Principal  
Sri Kaliswari College  
Sivakasi

ii) The Head  
PG Dept. of Commerce  
Sri Kaliswari College  
Sivakasi

Respected Sir

I wish to bring your kind notice that I got married on 26.11.2019. AS I need to go in my father law home for after marriage formalities. I request you to grant me the Special leave from 2.12.20 to 6.12.2019.

Thanking you

Yours faithfully  
M. Lakshmana Konar

Sivakasi  
28.11.19

  
HOD.



Forwarded to the Secretary 

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

From:-

R. Chitra, (Assistant professor)  
Department of physics,  
Sri Kaliswari college,  
Sivakasi.

PHY  
①

To: The secretary,  
Sri Kaliswari college,  
Sivakasi.

Through:-

The principal & HOD  
Sri Kaliswari college,  
Sivakasi.

Respected sir,

I have marriage function on 22.11.19.

Due to my situation, I couldn't attend the  
two working days (28.10.19, 29.10.19). I request you  
to give permission to take leave on that days.

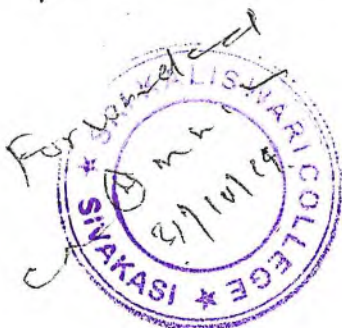
Thanking you,

Yours faithfully,

R. Chitra.

Date: 30.10.19.

Place: Sivakasi.



Forwarded to the Secretary

30/10/19

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

சிறப்புநர்

பா. சிங்கம்மாள்,  
உதவிப் பேராசிரியர்,  
குமரபுத்தேவன்  
புதிதானிவரி கல்லூரி (சூனியாட்சி)  
சிவகாசி

பெரியநர்

உயர்க்கு. சேலவர் சிவாட்சன்,  
புதிதானிவரி கல்லூரி (சூனியாட்சி)  
சிவகாசி

வதி

முதுவர் சிவாட்சன்,  
புதிதானிவரி கல்லூரி (சூனியாட்சி)  
சிவகாசி.

குமரபுத்தேவன் குமரபுத்தேவன் சிவாட்சன்,  
புதிதானிவரி கல்லூரி (சூனியாட்சி)  
சிவகாசி

புதிதானிவரி கல்லூரி, சிவகாசி,

மொழி : சிறப்பு விடுப்பு வேண்டுகள் தொடர்பாக

உணக்கம், நான் குமரபுத்தேவன் உதவிப் பேராசிரியராக

பணியாற்றி வருகிறேன். எனக்கு 2.09.2019 சிறப்பு

திருமணம் நடைபெற உள்ளது. எனவே எனக்கு 3.09.2019

முதல் 7.09.2019 வரை) ஒத்து நான்கு சிறப்பு விடுப்புக் கடிந்து

உதவியுடன் பணிபுரிக் கேட்டுக் கொள்கிறேன்.

நன்றி

சிவகாசி

30/08/19



முப்படிக்கி,  
குமரபுத்தேவன் உதவிப் பேராசிரியர்,  
புதிதானிவரி கல்லூரி,  
சிவகாசி

முப்படிக்கி,  
குமரபுத்தேவன் உதவிப் பேராசிரியர்,  
புதிதானிவரி கல்லூரி,  
சிவகாசி

Forwarded to the Secretary

30/8/19

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130



09/02/2021.

From

S. Muthu Kumar,  
Assistant professor,  
Department of IT,  
Sri Kaliswari college (Autonomous), Sivakasi.

TO

The Secretary,  
Sri Kaliswari college (Autonomous),  
Sivakasi.

Through,

The Principal,  
Sri Kaliswari college (Autonomous),  
Sivakasi.

Through,

The HOD,  
Department of IT  
Sri Kaliswari college  
(Autonomous)  
Sivakasi.

Respected Sir,

I wish to bring to your kind notice that  
my marriage will be held on February 15, 2021. I would like to  
take a special marriage leave from 15/02/2021 to 19/02/2021  
So, I request you to kindly provide the special leave  
to me.

Thanking You,

Yours faithfully,

S. Muthu Kumar

Date: 09/02/2021,

Place: Sivakasi.



Forwarded to the Secretary

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

From,

S. Viswanathan (ATS/710)  
Assistant Professor,  
Department of Information Technology  
Sri Kaliswari College (Autonomous),  
Sivakasi.

To,

The Secretary,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Through,

The Principal,  
Sri Kaliswari College (Autonomous)  
Sivakasi

Through,

The Head,  
Department of IT,  
Sri Kaliswari College (Autonomous)  
Sivakasi.

Respected Sir,

Sub: Seeking Permission ~~to~~ to take Special leave - Reg/-

I wish to bring to your kind notice that my  
Parents arrange Marriage to me on 06.12.2021. So I am  
in need of Special leave from 06.12.2021 to 10.12.2021.  
Kindly I request you to grant permission to take leave

Thank you,

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI-626 130

Yours Sincerely  
S. Viswanathan

(S. Viswanathan)

Place: Sivakasi

Date: 27/11/21



Forwarded to the Secretary

27/11/21

From

N. Maheswari, ATS 599  
Assistant Professor,  
Department of Mathematics,  
Sri Kaliswari College,  
Sivakasi

SP - Leave

To

The Secretary  
Sri Kaliswari College,  
Sivakasi

Through

The Principal  
Sri Kaliswari College,  
Sivakasi

Through

The Head  
Department of Mathematics  
Sri Kaliswari College,  
Sivakasi

Respected Sir,

As my marriage falls on 04.03.2022, I  
am in need of leave from 03.03.2022 onwards.  
I request you to permit me to take special  
leave on 3.3.2022, 4.3.2022, 7.3.2022, 8.3.2022,  
9.3.2022.

Thanking You,

Sivakasi  
28.02.2022

Yours faithfully  
N. Maheswari

Recommended  
K. Lalithambigai.

Forwarded to the Secretary

PKS



By  
Principal

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

From

S. Ajith Kumar  
Assistant Professor,  
Department of Business Administration,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

To

The Secretary,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Through

The Principal,  
Sri Kaliswari College (Autonomous),  
Sivakasi

Through

The Head  
Department of Business Administration,  
Sri Kaliswari College (Autonomous),  
Sivakasi

Respected Sir,

With due respect, I would like to happily inform you that I am getting married on September 10, 2021. I humbly request you to permit me to avail special leave for five days starting from September 14, 2021 to September 18, 2021. I would be really grateful for this great compassion.

Thanking you

Sivakasi

07/09/2021



*[Handwritten signature]*  
7/9/21

Forwarded to the Secretary  
*[Handwritten signature]*

Yours faithfully,

*[Handwritten signature]*  
(S. AJITH KUMAR)

*[Handwritten initials]*

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

11/12/22  
Sivakasi

From

Dr. A. Sarvalingam  
Assistant Professor  
Department of Botany  
Sri Kaliswari College (A)  
Sivakasi.

To

The Secretary  
Sri Kaliswari College (A)  
Sivakasi.

Through

The Principal  
Sri Kaliswari College (A)  
Sivakasi

The Head

Dept. of Botany  
Sri Kaliswari College  
Sivakasi.

Respected Sir,

I am happy to inform that, My marriage  
celebration date fixed on 11/12/2022 at Tuticorin.  
For my marriage function, I kindly request you to  
grant me special leave from 12/12/2022 to  
16/12/2022 (Five days only). kindly consider my 6 yrs  
of experience in our esteemed Institution for the  
sanction of my Marriage leave. kindly do me the  
favour.

Thanking You.

Yours Faithfully  
A. Sarvalingam



M. Srinivas  
11/12/22

Forwarded to the Secretary  
7/12/22

SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130.

From

S. LAKSHMI PRIYA,

AT5729,  
Assistant professor,

Department of Computer Applications,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

To

The Secretary,  
Sri Kaliswari College (Autonomous),  
Sivakasi

Through

The Principal,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Through

The HOD,  
Department of Computer Applications,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Respected Sir,

I glad to inform you that, I have a marriage on 22.04.2021 (Thursday) at Tuticorin. For that, I need a special leave from (21.04.2021 - 25.04.2021). Hereby, I requested a special leave for 5 days. Kindly do the needful for enlightened the days in future.

Thanking you,

Sivakasi

12.04.2021



Forwarded to the Secretary

There will be a Model Examination on these days. So, no class adjustment

Yours Sincerely,

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

**From**

S.Kavitha,  
Assistant Professor ,  
Department of IT,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

**To**

The Secretary,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

**Through**

The Principal,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

**Through**

The Head,  
Department of IT,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

**Respected Sir,**

**Sub: Seeking permission for to take a special leave – Reg/-**

I wish to bring to your kind notice that my parents arrange marriage to me on 09.09.2021.so i am in need special leave on 08.09.2021,09.09.2021,13.09.2021 to 15.09.2021.so i request you to grant permission to take leave on that days.

Thank you,

Place: SKC

Date :03.09.2021

Yours Sincerely,

  
(S.Kavitha)

*Forwarded to the  
Principal  
03/09/21*



*Forwarded to the Secretary  
By  
21/9/21*

  
Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

From

Ms. C. Alagammai,  
Assistant Professor of English,  
Sri Kaliswari College,  
Sivakasi.

TO

The Secretary,  
Sri Kaliswari College,  
Sivakasi.

Through

The Principal,  
Sri Kaliswari College,  
Sivakasi.

Through

The Head,  
Department of English,  
Sri Kaliswari College,  
Sivakasi.

Respected Sir

I would like to bring your kind attention  
that my marriage is scheduled on 20.08.2023.

In this regard, I would like to apply for special  
leave for five days from 19.08.2023, 21.08.2023 to

22.08.2023. Hence I request you to kindly grant  
permission to apply for leave.

Thanking you

Yours truly,  
C. Alagammai.

S. Jining  
12/8/23

Forwarded to the Secretary  
12/8/23



Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130



from :

Ms. M. Vinnarasi Per,  
Assistant Professor of Commerce (C),  
Sri Kaliswari College (Autonomous)  
Sivakasi.

To

The Secretary,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Through

The Principal,  
Sri Kaliswari College (Autonomous),  
Sivakasi.

Respected Sir,

As I am going to get  
married on 19.11.2023. I request you  
to provide special leave from  
20/11/2023 to 24/11/2023.

Thanking You.

Date: 31/10/2023

Place: Sivakasi

Yours faithfully

M. Vinnarasi

(M. Vinnarasi Per)



May be provided  
M/om

Forwarded to the Secretary  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130  
31/10/23

17.2.21

From:

G. Mareswari  
Assistant Professor  
Department of Biotechnology,  
Sri Kaliswari college,  
Sivakasi

To,

The Secretary  
Sri Kaliswari college  
Sivakasi

Through,

The Principal  
Sri Kaliswari college,  
Sivakasi

The Head  
Department of Biotechnology  
Sri Kaliswari College  
Sivakasi

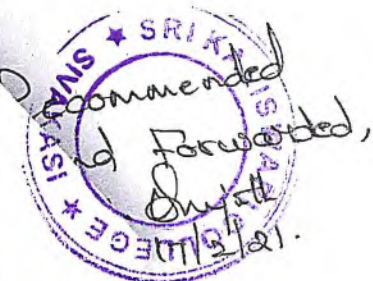
Respected sir,

I am working as an Assistant Professor in the Department of Biotechnology. I am so happy to inform you that I am getting married on 25.2.21. Hence I want to take special leave from 23.2.21 to 27.2.21. Kindly I request you to permit me to take special leave on the above mentioned dates.

Thanking you

Yours faithfully

G. Mareswari



Forwarded to the Secretary

Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

Permission letter

From,

Dr. M. Mariraj  
Assistant professor  
Department of Botany  
Sri Kaliswari college (Autonomous)  
Sivakasi - 626 130.

10/08/2023  
Sivakasi

To,

The Secretary  
Sri Kaliswari college (Autonomous)  
Sivakasi - 626 130.

Through:

The Principal  
Sri Kaliswari college  
Sivakasi - 626 130

Through,

The Head  
Department of Biotech. & Botany  
Sri Kaliswari college  
Sivakasi - 626 130.

Respected Sir,

I am writing this letter to seek permission  
for my marriage. My marriage function was  
scheduled on August 20th, 2023. I need six day  
leave for my marriage function (18/08/2023 to  
24/08/2023). I request you to kindly grant me  
leave for my marriage function. I shall be  
really thankful to you sir.

Thank you sir,

Yours faithfully

M. Mariraj  
10/08/2023



Forwarded to the Secretary  
Principal  
SRI KALISWARI COLLEGE  
(Autonomous)  
SIVAKASI - 626 130

From

Dr. C. Iniya Udbaya,  
Assistant Professor of Botany,  
Sri Kaliswari College (Autonomous),  
Sivakasi

To

The Secretary,  
Sri Kaliswari College (Autonomous),  
Sivakasi

Through

The Principal,  
Sri Kaliswari College (Autonomous),  
Sivakasi

The Head of the Department of Botany,  
Sri Kaliswari College (Autonomous),  
Sivakasi

Respected Sir,

I am happy to inform you that, I will get married on 10.02.2019. I am in need of some days leave from 07.02.2019 to 28.02.2019. Hence, I request you to grant me permission to take leave.

Thanking You,

Recommended  
and Forwarded,  
N. Sujith  
5/2/19

Principal  
SRI KALISWARI COLLEGE

Yous (Autonomous)  
SIVAKASI - 626 130

Dr. C. Iniya Udbaya,



Forwarded to the Secretary

Plus