DUNGSAM CEMENT CORPORATION LIMITED

Holiday not availed by Staff and Workers because of duty.

The following persons belonging to my Division shall be required to work on

…… paid

Holiday (S)

Please accord your kind approval.

_____

_____

(Division) (Name of Holiday)

SL. No	EID CODE No.	NAME	LEVEL	REMARKS

Head of Division Approved

Dated……..

GM (P) / GM (FAD)