

Date: 06/12/2024

To
The Registrar
The ICFAI University
Himachal Pradesh

Subject: Request for Approval of Temporary Charge Assignment in absence of Ms. Vandana, Assistant Warden to Ms. Pragya.

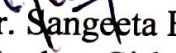
Respected Sir,


I am writing to inform you that Ms. Vandana is working as Visiting Faculty in Computer Science Department and has additional charge of Assistant Warden of the Girls' Hostel. She has leave for the period from **07/12/2024 to 15/12/2024**. During her absence, **Ms. Pragya**, Assistant Professor in the Department of Law, has kindly agreed to take over the duties and responsibilities of the Assistant Warden, Girls' Hostel.


I hereby request your kind approval the temporary charge assignment to Ms. Pragya for the mentioned period. Your approval in this regard will be greatly appreciated.

Thank you for your time and consideration.

Sincerely,


Dr. Sangeeta Bhogal
Warden, Girls' Hostel
IUHP


Dr. Bharat Bhushan
Dean Student Welfare
IUHP


Dr. Ajay Sharma
Registrar
IUHP