

Government College, Safidon

APPLICATION FOR LEAVE

1. Name of the applicant.....
2. Designation.....
3. Nature of leave applied for.....Casual/Station/Duty.....
4. Date/s for which leave required.....
5. Date/s for which station leave required.....
6. Reasons for leave.....
.....
7. Address during the leave period.....
if going out of station.....
.....

Date :

Signature

<p>Remarks by the Office :-</p> <p>Casual leave due.....</p> <p>Casual leave already availed of.....</p> <p>Casual leave balance.....</p> <p style="text-align: right;">Office Acctt./Clerk</p>	<p>Recommendations of the Head of the department</p>
	<p>Order of the Principal</p> <p style="text-align: right;">Principal</p>