

APPLICATION FOR LEAVE

Note:- Items 1 to 9 must be filled in by the applicant.

- 1 Name of the applicant —
- 2 Post held —
- 3 Name of college — *Nirmalagiri College*
- 4 Pay and scale of pay —
- 5 House rent allowance, conveyance allowance or other compensatory allowance drawn in the present post —
- 6 Nature and period of leave applied for —
- 7 Sundays and holidays if any proposed }
to be prefixed/suffixed to leave }
- 8 Ground on which leave is applied for —
- 9 Date of return from last leave and }
period of that leave }
- 10 I undertake to refund the leave salary which will be paid to me if found excess as per the leave rules or Service Conditions.

Signature of the applicant with date _____

Recommendation:

- 11 Recommendation and remarks of the controlling authority.

Signature with date (Designation) _____

- 12 Order of the sanctioning authority:

MANAGER, NIRMALAGIRI COLLEGE