

Deep International College of Education, Harsauli (Alwar) Raj.

APPLICATION FOR CASUAL/COMPENSATORY LEAVE

- 1. Name :
- 2. Designation :
- 3. Department/Branch of Leave :
- 4. Date and duration of Leave :
- 5. Prefix / Suffix (if any) :
- 6. Purpose for which leave is applied for :
- 7. Type of Leave :
- 8. Permission to leave the station :
- Required: (Yes/No)
- 9. Address during leave :
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- 10. Mobile No. :

Signature of the Applicant

CERTIFICATE OF AVAILABILITY OF LEAVE

(To be filled by the Officer maintaining the Leave Record)

- Leave already availed :
- Leave Balance :
- Number of Leave Applied for :

Signature of the Officer maintaining Leave Record

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Approval of the Sanctioning Authority : _____

Sanctioned/Not Sanctioned