

- 1. Name of Applicant
- 2. Designation & Department :
- 3. Date & Period of leave required :
- 4. Necessity for leave (Reason)

5. Leave Already Availed

6. Arrangement of work

(Hours of work & arrangement should be stated)

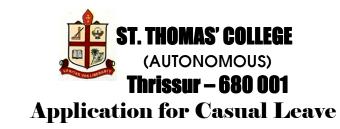
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- 7. Signature of applicant :
- 8. Recommendation of the Head of the Department :
- 9. Order of the Principal :

| Station | : |
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Date :

N.B. Application for leave should be submitted to the Head of the Department, before availing of Leave



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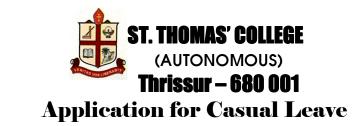
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