

# KAMALA NEHRU COLLEGE

(UNIVERSITY OF DELHI)

AUGUST KRANTI MARG, NEW DELHI - 110049

## LEAVE APPLICATION FORM

1. Miss/Mrs./Mr. ....

2. Designation .....Deptt. ....

3. Nature of Leave .....

4. Period of Leave.....Days : From .....To .....

5. Purpose of Leave .....

(Attach M.C. in case of illness)

6. Address .....

(In case going out of station full address is must)

Date .....

Signature of the Applicant

### FOR OFFICE USE ONLY

1. CL/EL/ML/RH/SCL/Comp. Off at applicant's credit .....days.

2. CL/EL/ML/RH/SCL/Comp. Off Compensatory applied for .....days.

3. Remarks, if any .....Entered at page No. ....

S.O.

A.O.

Dealing Assistant

Principal

Order : Sanctioned

Leave for ..... days