

ARYABHATTA COLLEGE

BENITO JUAREZ MARG (ANAND NIKETAN)
NEW DELHI-110021

LEAVE APPLICATION FORM

1. Name of the Applicant.....
2. Post held.....Section.....
3. Leave applied for (No. of days).....From.....to.....
4. Nature of leave applied for CASUAL / COMPENSATORY / EARNED / COMMUTED / HALF PAY
.....
5. Ground on which leave is applied for.....
6. Details of Sunday and/or holidays, if any, proposed to be prefixed/suffixed to leave to be availed
.....
.....
7. Address during leave (if proceeding out station)
.....
.....
8. I propose / do not propose to avail myself of leave travel concession for the block years.....
.....during the ensuing leave.
9. Certified that this is the minimum period to leave required by me.

Date.....

.....
Signature of the Applicant

Recommmendation of the Sectional head :

Sanctioned, subject to leave in
balance / Regretted

Signature

Principal

FOR OFFICE USE ONLY

Kind of leave.....

Balance available.....

No. of days (Leave availed).....

Remarks, if any.....
.....

Principal

S.O. (Admn.)

Dealing Asstt.