

LEAVE APPLICATION FOR EARNED LEAVE



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(A Project of Lions Club of Bangalore East)

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Name : ID Card No..... Application No.

No of days required..... from..... to.....

Reason.....

Signature..... Leave Available.....

Routine/Pending work assigned to..... Signature.....

Granted/Not granted..... Date.....

HOD.....PRINCIPAL.....CHAIRMAN.....

NB: Leave will be sanctioned only after the approval of HOD & PRINCIPAL

For Office Use :

Entered :

EL at Credit..... EL availed..... BAL at Credit.....Date.....

Administrator.....

Signature.....

Yellow Paper

1 pad = 100 sheets