



Satyawati College (Evening)

(University of Delhi)

Ashok Vihar, Phase-III, Delhi-110052

LEAVE APPLICATION

- 1 Name of applicant _____
- 2 Designation _____
- 3 Nature of leave applied for _____
- 4 Period for which required :
From _____ To _____ No. of Days _____
Prefix _____ Suffix _____
- 5 I propose/do not propose to avail myself of leave travel concession for the block year _____ during the ensuing leave.
- 6 Outstation permission required Yes / No
- 7 Date of leaving the station _____
- 8 Address for Communication :

Recommendation of Section i/c
(In case of non-teaching staff)

Signature of Applicant
Date: _____

(FOR OFFICE USE ONLY)

- 1 Leave at the applicant's credit upto _____
_____ EL _____ HPL _____
CL _____ RH _____

Dealing Assistant

SO (Admn.)

Admn. Officer

Sanctioned _____ leave for _____ days.

PRINCIPAL

Memorandum

(To be filled by Administration)

It is informed that Mr. _____ has been sanctioned leave as detailed below:

Type of Leave: _____ Period: _____ No. of days _____

Balance at credit: EL _____ HPL _____ CL _____ RH _____

Date: _____

Administrative Officer