

SRI GURU NANAK DEV KHALSA COLLEGE
(UNIVERSITY OF DELHI)
DEV NAGAR, NEW DELHI - 110005

LEAVE APPLICATION FORM

1. Miss/Mrs./Ms./Dr.
2. Designation..... Department.....
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 station)

Signature of Applicant

Date.....

FOR OFFICE USE ONLY

1. Leave at applicant's credit.....
2. Leave applied for..... days..... Balance.....
3. Remarks, if any.....

Leave

Leave Sanctioned

Dealing Assistant

Recommended

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