

Government College for Women, Narnaul (Mahendergarh)

LEAVE APPLICATION

1. Name : _____
2. Designation : _____
3. Nature of Leave applied : _____
4. Reason for leave : _____

5. Period: From _____ To _____
6. Address during leave period : _____
(With Contact No.) _____

Date: _____

Signature

<u>For Office use Only</u>	Recommended
Leave Admissible: _____	
During the year : _____	
Leave already : _____	Head of Department
Availed : _____	
Leave in account: _____	
Balance leave : _____	Principal