



Govt. College for Women Narnaul

Leave Application

Name : _____

Designation : _____

Nature of Leave applied : Casual/Duty/Station- Leave

Reason for Leave : _____

Period From _____

To _____

Address during leave : _____

Date: _____ Signature

For office Use only

Leave admissible:

During the year :

Leave already availed :

Leave in account :

Balance Leave:

Recommended

Head of Department

Principal



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