

HANS RAJ COLLEGE, DELHI

STAFF LEAVE APPLICATION FORM

NON-TEACHING

Name

Designation.....Department.....

Nature of Leave Applied for (Casual/HPL/Earned/Academic/Compensatory.....)

Period of Leave applied for.....days (from.....to.....)

Reason in brief.....

.....

Address during leave period

.....

Date.....

Signature.....

(FOR OFFICE USE)

Balance as on

CL

EL

Medical Leave/ HPL

Leave enter in the Register

Assistant

S.O. (Admn)

A.O.

Recommended

Sanctioned

(Recommending Authority)

S.O. (Admn)/ (Accts.)

A.O.

Principal