

SREE NARAYANA COLLEGE, CHENGANNUR

APPLICATION FOR LEAVE

(Note: Item 1 to 10 must be filled in by applicant)

1. Name of applicant :
2. Post held :
3. Name of College : S.N.College, Chengannur
4. Pay & Scale of Pay :
5. House Rent Allowance, conveyance allowance or other compensatory allowance drawn in the present }
6. Nature and period of leave applied for and date from which required }
7. Sundays and holidays, if any proposed to be prefixed/suffixed to leave }
8. Ground on which leave is applied for :
9. Date of return from last leave is applied for }
10. I undertake to refund the leave salary which will be paid to be if found excess as per the leave rules or service conditions.

Signature of applicant
(with date)

11. Remarks and or recommendation -
of the Controlling Officer

Signature (with date)
Designation

12. Certificate regarding admissibility of leave

Certified that(Nature of leave) for
.....from.....to..... is
admissible under rule

Signature (with date)
Designation

13. Orders of sanctioning authority.

Signature (with date)
Designation

