

# DAYANAND COLLEGE, HISAR

## APPLICATION FOR LEAVE

1. Name of the applicant.....
2. Designation.....3. Department.....
4. Regular/Temporary.....
5. Nature of the Leave is applied for (Casual/Med./Earned/Duty/S.S.).....
6. Date/s for which Leave is applied: From.....To.....Total.....
7. Reason for Leave.....
8. Address during Leave period.....
9. Remarks by the Office.....

Recommendation of the  
**Head of Department**

Applicant's Signature  
Mob. No.....  
Dated.....

---

Order of the Principal

**Principal**

---

Noted in the Leave Register at Page No.....

**Incharge/Office Asstt.**