



# SHYAM LAL COLLEGE

Ph : 22324086

(UNIVERSITY OF DELHI)

Shahdara, Delhi-110032

## APPLICATION FOR LEAVE

Name .....

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

Nature of leave applied .....(Casual/ Medical/Earned/Academic)

Period of leave applied for ..... days

From ..... To .....

Reasons .....

Date of applying .....

Recommended :

.....

..... Department

Signature of applicant

leave already taken ..... days

Vice Principal / Principal

Admn. Officer

Leave is due , may be sanctioned

S.O. (Admn.)

## FOR OFFICE USE

Leave entered in the leave register page no. ....

Dealing Asstt.