

P.G.D.A.V. COLLEGE (Eve.)

NEHRU NAGAR, NEW DELHI-110 065

LEAVE APPLICATION

Name & Designation.....

Leave for.....Day/s From.....to.....

Kind of leave applied.....

Reason in Brief.....

.....

Date.....

Signature in full

OFFICE REPORT

Kind Of Leave	Due	Applied for	Balance
CasualDaysDaysDays
EarnedDaysDaysDays
Half/Commuted (Medical)DaysDaysDays
Child Care LeaveDaysDaysDays
Any OthersDaysDaysDays
Remarks			

PRINCIPAL'S ORDER

Entered in the Casual/Earned Leave Register at Page No.....

Dealing Assistant