

SRI AUROBINDO COLLEGE

Form No.

APPLICATION FOR LEAVE

Name

Designation Nature of Leave required

Period days, from to

Reason

Address

(in case going out of station)

Dated.....

Signature of applicant

(For Office Use only)

Leave already availed Balance

Office remarks if any

Application received on at

S.O. (Admn.)

A.O.

Dealing Assistant

Sancation

Principal