

J. C. Bose University of Science & Technology YMCA, Faridabad

Application for _____ Leave

1. Name & Designation _____
2. Leave Required _____
(Leave dates & Holiday /Sunday to be prefixed & suffixed) _____
3. Purpose of Leave _____
4. Address while on leave _____
5. Leaves already taken during the year _____
6. Balanced leave due _____
7. Signature of Applicant _____
8. Recommendation of Head of Section / Deptt. _____
9. Order of Sanctioning Authority _____
10. For noting & return by applicant _____
11. C.L. Register Entry No. _____

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