



RAMJAS COLLEGE
UNIVERSITY ENCLAVE, DELHI – 110007

NATURE OF LEAVE REQUIRED.....

LEAVE APPLICATION

- 1. Name of the Applicant :
- 2. Designation :Section/Department.....
- 3. Period of Leave : From to No of day(s).....
- 4. Reasons for taking Leave :
- 5. Address during Leave :

Dated:.....

Signature of Applicant

Recommendation of Head of the concerned Department
(For Non-Teaching Staff)

Signature

FOR OFFICE USE

The applicant has day(s) CL/EL/HPL/CCL at his/her credit as per records.
He/She may be granted day(s) CL/EL/HPL/CCL from to

Remarks

Dealing Assistant

Section Officer (Admn.)

Administrative Officer

Sanctioned / Rejected

PRINCIPAL / VICE-PRINCIPAL