

JESUS & MARY COLLEGE

CHANAKYAPURI, NEW DELHI

LEAVE APPLICATION FORM FOR TEACHING STAFF

Casual/Half Pay/
Commuted/Extra ordinary

1. Kind of Leave required :
2. Period of Leave applied for : From.....
: To.....
3. Reason for taking Leave :
.....

Date..... Name..... Deptt. Signature

(FOR OFFICE USE ONLY)

1. The Applicant has.....days leave to her / his credit up to date :
2. The leave permissible under the Rules : she / he may be sanctioned leave for
..... day/s from to.....

4. Remarks, if any.....
.....

Office Assistant.....

(PRINCIPAL'S ORDER)

1. Leave sanctioned / not sanctioned

PRINCIPAL

❖ Please score out what is not applicable.