

JESUS & MARY COLLEGE

CHANAKYAPURI, NEW DELHI

LEAVE APPLICATION FORM -NON-TEACHING STAFF

CASUAL/COMPENSATORY/EARNED/HALF PAY/ON MEDICAL/PRIVATE AFFAIRS/COMMUTED/E.O.L.

1. Kind of Leave :
2. Period of Leave From :
Sanction for To :
3. Reason for taking Leave :
4. Medical Certificate submitted or not. :

Name.....

(Signature)

Dated :

(For Office Use Only)

1. The applicant has.....days leave left to his/her credit.
2. The leave permissible under the rules.
3. He/She may be sanctioned leave forday / days
From..... To
4. Remarks, if any.....

CARETAKER

LIBRARIAN

Administrative Officer / S. O. ADMN. / ACCOUNTS

PRINCIPAL'S OFFICE

Leave sanctioned / not sanctioned

PRINCIPAL