**SREE NARAYANA COLLEGE, NATTIKA**

**APPLICATION FOR LEAVE**

Note: Item 1 to 9 must be filled in the applicant

1. Name of Applicant :
2. Post held :
3. Name of College : Sree Narayana College, Nattika
4. Pay & Scale of Pay :
5. House rent allowance, conveyance :

 allowance or other compensatory

 allowance drawn in the present post

1. Nature and period of leave applied for :

 and date from which required

1. Sunday and Holidays if/and proposed :

 to be prefixed suffixed to leave

1. Ground on which leave is applied for :
2. Date of return from last leave and the :

 nature and period of that leave

 10. I undertake to refund the leave salary

 which will be paid to me if found excess as

 per the Leave rules or service conditions

 Signature of applicant

 (with date)

 11. Remarks and or recommendation of the controlling officer

 (Signature with date)

 Designation

 12. Certificate regarding admissibility of leave.

 Certified that ………………………………………...………………..(Nature of Leave)

 for ……………………………………….from……………………………………………….…… is

 admissible under rule

 13. Order of Sanctioning authority

 (Signature with date)

 Designation

**SREE NARAYANA COLLEGE, NATTIKA**

**Application for Casual Leave**

1. Name of the Applicant :
2. Designation :
3. Department :
4. No. of days of leave required :

with date

1. No. of Casual leave already availed :

during the year

1. Reason for taking leave :
2. Signature of the applicant with date :
3. Recommendation of the Head of the :

Department

1. Signature of the Head of the :

Department

1. Order of remarks of the Head of :

the Institution