

GDR COLLEGE OF EDUCATION

Simla Molana Road, Panipat

Leave Application Form

Casual Leave

Compensatory Leave

Short Leave

Name of Applicant.....Designation.....

Leave Applied on/ From.....To.....No. of Days.....

Purpose of Leave.....

Contact No. & Correspondence Address

Date of Application.....Signature of Applicant.....

For Office Use

Availed Balance.....Authority.....Signature.....

Approved By.....Principal.....