

MADIN POLYTECHNIC COLLEGE, MALAPPURAM

MELMURI POST, MALAPPURAM DIST. KERALA - 676517

Dial: 9497 01 1234

40

APPLICATION FOR LEAVE

To,
The Principal
Ma'din Polytechnic College
Melmuri Post, Malappuram

Date of Application: Enrolment No.....

Name :

Designation :

Department :

Period of leave : From.....To..... No. of days:.....

Reason for leave:

Nature of leave	Already availed	On credit	Now requested	Remarks
<input type="checkbox"/> Casual Leave				
<input type="checkbox"/> Earned Leave				
<input type="checkbox"/> Compensatory Leave				
<input type="checkbox"/> Leave Not Due				
<input type="checkbox"/> Loss of Pay				
<input type="checkbox"/>				

Signature of the Applicant with date

Recommendation of the Head of Section: RECOMMENDED / NOT RECOMMENDED

Signature of the Head of Section with date

ORDER OF THE SANCTIONING AUTHORITY

PASSED / REJECTED

Signature with date and seal

MPTC/130/2014/AF/100Lx20B

अर्जित छुट्टी/अर्ध-वेतन छुट्टी/परिवर्तित छुट्टी/अर्जन-शोध्य छुट्टी के लिए आवेदन-पत्र
Application Form for Earned Leave/Half Pay Leave/Commuted Leave/Leave Not Due
(See Supplementary Rule 216)

1. कर्मचारी का नाम एवं पदनाम (बड़े अक्षरों में) :
Name of the Employee with Designation (in Capital Letters) :
2. कर्मचारी संख्या :
Employee No. :
3. विभाग/कार्यालय/अनुभाग का नाम :
Name of the Dept./Office/Section :
4. स्थायी नियुक्ति/परिवीक्षा/अस्थायी/प्रतिनियुक्ति :
Whether Permanent/Probation/Temporary/Deputation :
5. छुट्टी का प्रकार एवं दिनों की संख्या :
Nature of leave applied for and Number of days with
अवधि/Period _____ from _____ से to _____ तक
छुट्टी के पहले जोड़ें/Prefixing _____ छुट्टी के बाद जोड़ें/Suffixing _____
6. छुट्टी माँगने का उद्देश्य :
Purpose for which leave is required (Ground) :
7. पिछली छुट्टी का विवरण :
Details of leave last availed :
8. छुट्टी की अवधि के दौरान पता, यदि स्वीकृत की जाती है तो :
Leave Address, if granted :

Name and Sign. of the Employee:

Name and Sign. of the HOS/HOD/Supdt. with remarks:

Name and Sign. of the Section Clerk with Remarks:

Name and Sign. of the Sanctioning Authority: