

The Principal,  
Zakir Husain P.G.Eve.College,  
New Delhi – 110002

Subject:- Application for grant of leave.

Respected Sir,

I am/was unable to attend my duty on date/s given below. I request you to kindly grant me leave for the said period. Particulars are given below:

1. Name of the employee: \_\_\_\_\_
2. Request for leave: \_\_\_\_\_ day/s.
3. Date on: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
4. Reason for leave \_\_\_\_\_
5. Reason for not taking prior permission for availing leave: \_\_\_\_\_  
\_\_\_\_\_
6. Nature of leave: Casual Leave/Compensatory Leave/Earned Leave/  
Medcal Leave Commuted.
7. Special remarks: Station leave also required/Station leave not required.

Yours faithfully,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Report on the admissibility of leave:

(a) Leave at his/her credit: \_\_\_\_\_

(b) Leave applied for(day/s) \_\_\_\_\_

(c) Balance of Leave: \_\_\_\_\_ (CL/ML/EL/Compensatory Leave)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Remarks of the Branch Officer  
With Signature & date.  
Seal of Dealing Assistant.