APPLICATION FOR LEAVE

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The Principal Inspiration College of Teacher Education, Kathgodam Dear Sir, It is requested that leave may be granted to me Reason for leave			The Principal Inspiration College of Teacher Education, Kathgodam Dear Sir, It is requested that leave may be granted to me Reason for leave.								
						Nature of Leave	No. of Days	Duration	Nature of Leave	No. of Days	Duration
		To			To						
	•	during his /her leave	Alternative arrang	gement made du	ring his /her leave						
Name of Fac	ulty/Staff		Name of Faculty/	Staff							
(Name & Sign.) Date			Date		(Name & Sign.)						
	<u>Fo</u>	(Designation) r office use only		For offi	(Designation) ice use only						
Entitled	Availed	Balance	Entitled	Availed	Balance						
Director (Approving Auth.	.)	Principal (Fwd Auth.)	Director (Approving Auth.)		Principal (Fwd. Auth.)						