

**APPLICATION 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
		_____ To _____

Alternative arrangement made during his /her leave

Name of Faculty/Staff.....

.....  
(Name & Sign.)  
Date.....  
.....  
(Designation)

For office use only

Entitled-----Availed-----Balance-----

Director  
(Approving Auth.)

Principal  
(Fwd Auth.)

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