

RAJDHANI COLLEGE

RAJA GARDEN, NEW DELHI-110015.

Leave Application Form

1. Name
2. Department
3. Kind of Leave
4. Period..... to
5. Reason

Date

Signature

Note : In case of Medical leave, application should be supported with a Medical Certificate. At the time of Joining, fitness certificate should be submitted.

OFFICE REPORT

	<i>Leave Due</i>	<i>Leave Asked For</i>
1. Casual
2. Compensatory
3. Half Pay
4. Commuted
5. Earned
6.

Dealing Asstt.

S.O. (Admn.)

A.O.

Sanctioned

Principal