

MATA SUNDRI COLLEGE FOR WOMEN

(UNIVERSITY OF DELHI)

NEW DELHI-110002

LEAVE APPLICATION

Name Designation

Branch Nature of Leave Applied for

Period of Leave from to (for day/ s)

Reason

Signature of Applicant

Date

(In case of station leave Address be mentioned

FOR OFFICE USE ONLY

Leave already availed Balance

Office report.....

Recommendation of the section head.....

Signature of
Sanctioning Authority

Leave w.e.f..... to is hereby granted
to

Signature of
Sanctioning Authority