



K.V.A. D.A.V. College for Women, Karnal

LEAVE APPLICATION FORM

1. Name
2. Designation Permanent Contractual
3. Period of leave requested for with date on
or from to (..... days)
3. Nature of leave Casual/Earned / Medical/
Duty / Compensatory / R.H.
4. Purpose of leave
5. If leave availed without prior sanction,
please state whether any message / information
was given before duty time Yes No
If Yes to Mr/Mrs.
6. If outstation leave, pl. provide leave address/
Phone No.
.....
.....
7. I have leave balance of Days

Dated

Signature of Applicant

For Office

Total Leave Due _____ Leave Applied for _____ Balance Leave _____

Dealing Clerk

Head Clerk Cum
Accountant

Principal

Leave Rules

- i) No one shall claim any leave as a matter of right.
- ii) Application for leave of all types shall be made before hand in all possibilities.
- iii) If application is delayed by more than 3 days the applicant will personally get it approved from the Principal by giving an explanation in writing.
- iv) Casual leave shall not be combined with any other leave except medical leave (with medical certificate)