



# VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

## LEAVE APPLICATION

DATE: / / 20

NAME OF THE STAFF :  
EMPLOYEE CODE :  
DESIGNATION :  
DEPARTMENT :  
LEAVE APPLIED : FROM \_\_\_\_\_ TO \_\_\_\_\_  
NO OF DAYS :  
PURPOSE :  
CONTACT ADDRESS :  
WHILE ON LEAVE :  
PHONE NO. :

### DETAILS OF LEAVE ALREADY AVAILED

	CL	ML	COL	OTHER LEAVE
APPLICABILITY				
AVAILED				

SIGNATURE OF APPLICANT :-

<u>Office Use</u>	
RECOMMENDED	NOT RECOMMENDED
REPORTING AUTHORITY / SECTION HEAD	
SANCTIONED	NOT SANCTIONED
REGISTRAR	