

The Principal
GARGI COLLEGE
(University of Delhi)
Siri Fort Road,
New Delhi - 110049

Dated

REQUEST FOR GRANT OF LEAVE

Name.....Department.....

Nature of leave requested.....

Purpose of Leave.....

.....

Period of Leave From.....To..... (No. of days.....)

(Request for permission for leaving the station may be made on a separate sheet giving leave address also)

.....
Signature of TIC/Deptt. Incharge

Signature.....

FOR OFFICE USE

..... Leave due days

..... Leave requested days

Balance on return days

Dealing Assistant

Section Officer (Admn.)

Administrative Officer/Principal