



SL. No.

LUMDING COLLEGE (B⁺)

Lumding: Hojai: Assam

Estd. 1959

LEAVE APPLICATION

Date: / /

To
The Principal,
Lumding College,
Lumding, Hojai, Assam.

Madam,

I have the honour to request you to grant leave as detail under.

1. Name* : _____
2. Designation* : _____
3. Type of Leave (e.g. CL/RL/EL)* : _____
4. Leave on credit as on today* : _____
5. No. of days for which leave is
required (Mention Date)* : _____
6. Whether permission sought for Hd. Qtr. Leave* : _____
7. Reason for leave* : _____

Forwarded by:

Yours faithfully

Signature: _____

Head of the dept. of _____

Signature

(FOR OFFICE USE ONLY)

Entered in the leave Register

Granted/Not granted

Signature of the dealing Assistant

Principal
Lumding College,
Lumding, Hojai, Assam.