



JAMIA HAMDARD

HAMDARD NAGAR, NEW DELHI-110062

CASUAL LEAVE APPLICATION FORM

CATION	NAME.....	Designation.....
AI		
LEAVE APPLIED FORdays Casual / R.H. Leave	From.....To.....
PURPOSE	Date	Address During Leave Period
	Signature	

FOR OFFICE USE				Remarks / Recommendation of the Department Head
LEAVE POSITION & RECOMMENDATION	Category	Availed so far	Present Position	
	C. Leave			
				Signature
				Date
Report of Establishment Section				
Date				
Establishment Incharge				

SANCTION ETC.Days Casual / R. H. / Leave Sanctioned / Rejected	Application No.....
Date	Sanctioning Authority	Entered on Leave Register Page No
		On
		Personnel Assistant