

Spectrum College of Education

Application For Leave

Name of the employee -

Designation -

Department /Area/ Zone -

Nature of Leave.....

Leave applied : FromTo(a) No. of days.....

Leave availed : CL.....PL..... SL.....

Leave availed : CL.....PL..... SL.....

Prefix/ Suffix Holiday.....

Purpose of leave.....

Alternate advance intimation received:

Pending jobs List to be provided to Alternate Arrangement: Yes /No

Is Alternate Arrangement is clear with the pending job requirements & understandings:
yes/No

Is pending list is acceptable to the Substitute:

Address & Contact No. during leave.....

.....

Date.....

Signature of applicant

REMARKS OF IMMEDIATE SENIOR OFFICER

Recommended /Not Recommended

Date.....

Signature of Immediate Senior officer

REMARKS OF SANCTIONING AUTHORITY

Sanctioned / Rejected

Date.....

Signature of Principal