

Date:

Application CL/EL/SL/CO/DL/LWP/AL**:**

Name of Applicant Designation:

The Principal,

NKT College, Thane

Respected Sir,

Kindly give me days CL/EL/SL/CO/DL/LWP/AL: from to

as (Reason)

Recommendation by

(Head of Department) Signature of Applicant

 **(FOR OFFICE USE ONLY)**

CL availed so for Leave Balance

EL availed so for Leave Balance

SL availed so for Leave Balance

DL availed so for Leave Balance

CO (Work On) Leave (Claimed for)

Signature

Leave Record Clerk Office Superintendent

Remark,

Principal’s Signature

To,

Mrs./Mr./MS.

Dear sir/Madam,

Sanctioned / Not Sanctioned

Please refer your application dated you have been

Leave Record Clerk