

Institute code
4388



M.L.S. College (Pharmacy)

Add:- Vill. Post: Jakhauli, distt. Ayodhya (Faizabad) ,U.P. Pin -224119.

Landline:05241-238008, mobile: +91-7054528008

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LEAVE APPLICATION FORM

Name of Employee-.....

Designation:-.....

Type of Leave:- Casual/ Medical/on duty/Compensatory/Other.....

Duration Leave:- From.....toNo. of Days.....

Reason for Leave:-.....

Substitution *:- Arrangement made with.....acceptance.....

Date:-

Enclosed (Tick whichever is applicable)

- Leave arrangement
- Medical certificate
- Letter of approval of duty outside institute
- Other

Recommended by.....