



**PRAGJYOTISH COLLEGE**  
GUWAHATI – 781 009, ASSAM

Sl. No. \_\_\_\_\_

**LEAVE APPLICATION**

**OFFICE RECORD**

Name of the Employee (in Block Letters): \_\_\_\_\_

Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Leave Category: CL/ DL/ Others (Please specify) \_\_\_\_\_

From (mention date): \_\_\_\_\_ To (mention date): \_\_\_\_\_ No. of Days: \_\_\_\_\_

Purpose of Leave: \_\_\_\_\_

Address and Phone No. during Leave Period: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Signature of Head of Department: \_\_\_\_\_

Leave Sanctioned/ Not Sanctioned      Signature of Sanctioning Authority: \_\_\_\_\_

Signature of Dealing Assistant in charge of Leave Record Maintenance: \_\_\_\_\_

**NB: Copies of all relevant documents wherever required must be enclosed with this application**

\_\_\_\_\_ Cut along this line and retain the bottom portion for departmental record \_\_\_\_\_



**PRAGJYOTISH COLLEGE**  
GUWAHATI – 781 009, ASSAM

Sl. No. \_\_\_\_\_

**LEAVE APPLICATION**

**DEPARTMENT RECORD**

Name of the Employee (in Block Letters): \_\_\_\_\_

Designation: \_\_\_\_\_

Leave Category (Please Tick): CL/ DL/ Others (Please specify) \_\_\_\_\_

From (mention date): \_\_\_\_\_ To (mention date): \_\_\_\_\_ No. of Days: \_\_\_\_\_

Purpose of Leave: \_\_\_\_\_

Address and Phone No. during Leave Period: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Signature of Head of Department: \_\_\_\_\_