

Sr. No. 0197

Shri Vile Parle Kelavani Mandal's



MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE & AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS (Autonomous)



Vile Parle (West), Mumbai - 400 056 • Tel.: 4233 9000 / 4233 9001 NAAC Reaccredited 'A' Grade, CGPA : 3.57 (February 2016)

LEAVE APPLICATION FORM FOR NON-TEACHING STAFF

To, The Principal, Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce & Economics Vile Parle (West), Mumbai 400 056. Madam/Sir

I request you to grant me Casual / Commuted / Half Pay / Without Pay / Earned Leave / Duty Leave / Comp. off. on the following day/s for the reason mentioned below:

Leave from (date) 05/09/2022 to (date) 1/1/2023 Total days: 1 day

Prefix / Suffix Leave if any mention (date) 1/1/2023 to (date) 1/1/2023 Total days: -

Reason/s for Leave Jt. Dir. office for pay fixation & other work

Particulars of Certificates : (i) -

Name : Mr. Santosh Devare SAP No. 10/20040

Designation : Jr. Clerk

Date 04/09/2023

Department : office

Whether applied in Oracle [X] (Put ✓ or x)

(Signature of the Applicant)

Remarks of the Head of the Department :

(i) Prior permission taken or not taken.

(ii) Recommendation

Date : 04/09/2023

(Signature of the Head of the Dept.)

OFFICE REMARKS

(1) Casual Leave due : \_\_\_\_\_ days (3) Half Pay Leave due : \_\_\_\_\_ days

(2) Earned Leave due : \_\_\_\_\_ days (4) Comp. off due : \_\_\_\_\_ days

OFFICE REMARKS : \_\_\_\_\_

Date : \_\_\_\_\_

(Signature of the Section Incharge)

Leave entered in the register & service book on \_\_\_\_\_

(Signature of the Section Incharge)

Remarks of the Principal : (1) Leave sanctioned

(2) Leave refused :

(3) Any other Remark : \_\_\_\_\_

Date : \_\_\_\_\_

Principal

Sr. No. 0197

ACKNOWLEDGEMENT SLIP