Doc No. : BV/FR/ADM/034

Issue No. : 01

Date of Issue : {{approval\_date}}

**SHORT LEAVE FORM**

**Date: {{requested\_date}}**

|  |  |
| --- | --- |
| **Applicant: {{c\_name}}** | **Designation: {{designation}}** |
| **Department:{{department}}** | **Reason for Leave:{{msg}}** |
| **Time:{{time}}** | **Date:{{date}}** |

**{{hod\_name}}**

**{{department}}**

**{{date\_approval}}**

**Signature of Applicant Signature of HOD**