

BVM College of Management Education, Gwalior

Format Leave Application

1. Name of the Applicant.....Dept.....

2. Period of Leave applied: From.....to.....Days..... Nature of Leave applied for Casual/Earned

3. Ground on which leave is applied for

4. In case of application is not submitted in advance, details of SMS information sent:

Date on which SMS sent Mobile No. on which SMS sent

Date.....

.....

Signature of Applicant

For Office Use Only

(Not to be filled by the Applicant)

Date on which SMS received Date on which Application received Sanction / Rejected

Reason, If rejected

Date

.....

(Office - in - Charge)