



HINDUSTAN INSECTICIDES LIMITED

(A Government of India Enterprise)
5-9-86/1A, CHAPEL ROAD, HYDERABAD - 500 001.

APPLICATION FOR LEAVE

Sr. No. 2

H.Q. Gooty

Dept./Section Seed

Name of the Applicant Yerva Srinivasa Reddy

Designation Officer Seed Prodny

Leave required for 15.01.2021 (days) from 15.01.2021

to 16.01.2021

Nature of Leave 14 casual leave

Purpose of Leave Going Home

Address while on leave 72-2, Idupur village, Markapur Mandal
Prakasam (district), Andhra Pradesh

Dated 12.01.2021

Y. S. Reddy
Signature of the Applicant

Admissability Certificate

..... days CL/EL/Sick Leave is due to him/her, He/She has already availed
spells of earned Leave during the current year.

Personnel Clerk

Recommendations and remarks of the Personnel Department

Orders of Sanctioning Authority

Sanctioned/Refused

Sanctioning Authority

Entries made in the Attendance Register/Leave Register

Personnel Clerk

R.S.M.