



# हिन्दुस्तान इन्सेक्टिसाइड्स लिमिटेड Hindustan Insecticides Limited

क्षेत्रीय बिक्री कार्यालय (उत्तर)

Regional Sales Office (North)

एस.सी.ओ. 62-63, दूसरी मंजिल, सेक्टर 17-ए, चण्डीगढ़

S.C.O. 62-63, Second Floor, Sector 17-A, Chandigarh

छुट्टी हेतु आवेदन-पत्र

APPLICATION FOR LEAVE

प्रार्थी का नाम

Name of Applicant

Sumil Singh Rana

पद

Designation

AMM

कितनी छुट्टी चाहिए

दिन से

28-10-19 to 28-10-19 and 30-10-19 to

Leave required for

2

days from

to

30-10-19

किस प्रकार की छुट्टी चाहिए

Nature of Leave required

1 day R.H. Leave on 28-10-19

छुट्टी लेने का कारण

1 day C.L. leave on 30-10-19

Purpose for Leave

Work at Home to 10th

छुट्टी की अवधि में पता

village & Post Naugwan Thagu, Tehsil Khatima

Address While on Leave

Dist. Udham Singh Nagar Uttar Pradesh

Sir, wants to leave my H.O. in the morning of 28-10-19 as 26th-10-19 is IVth Saturday and wants to join my H.O. in morning of 31-10-19

दिनांक

Dated

24-10-2019

प्रार्थी के हस्ताक्षर

Signature of Applicant

3

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

वरिष्ठ सहायक

Sr. Asstt.

अधिकारी (लेखा)

Officer (Accounts)

मंजूर / नामंजूर

Sanctioned / Not Sanctioned

मंजूर करने वाले अधिकारी के ह०

Signature of Sanctioning Authority

उपस्थिति रजिस्टर / अवकाश खाते में प्रविष्टी की गई

Entries made in the Attendance Register / Leave Record.

वरिष्ठ सहायक

Sr. Asstt.

अधिकारी (लेखा)

Officer (Accounts)