



# HINDUSTAN INSECTICIDES LIMITED

(A Government of India Enterprise)

Regional Sales Office :

PROTECT TO PROSPER

8-A First floor, Jaya Nagar, Vadavalli, Coimbatore -41.

## APPLICATION FOR LEAVE

H. Q. Coimbatore

Name of the Applicant Ajit Kumar

Designation ARM

Leave required for Two Days (days)

from 19.3.2020 to 20.3.2020

Nature of Leave Casual Leave

Purpose of Leave To visit a family place

Address while on Leave Ph 9442731139

X. Permission requested to leave HQ on 18.3.2020  
Pray & return on 20.3.2020

Dated .....

Signature of the Applicant

Recommendations and Remarks

Orders of Sanctioning Authority

Sanctioned / Refused

Sanctioning Authority

Entires made in the Attendance Register / Leave Register

J. A.

C.R.M.