



HINDUSTAN INSECTICIDES LIMITED

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

APPLICATION FOR LEAVE

Sr. No. 02

H.Q. Gooty

Dept./Section Seed Division

Name of the Applicant G. Theja NATHA Reddy Designation Officer (Seed Production)

Leave required for 3 days [Sick leave] (days) from 23.12.2020 to 28.12.2020

Nature of Leave casual leave

Purpose of Leave my marriage

Address while on leave Hampapuram (V), Raptad (M), Anantapuram (D.H.)

Dated 22.12.2020

Gey
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

Maddy
Sanctioning Authority

Entries made in the Attendance Register/Leave Register

Personnel Clerk

R.S.M.