



# HINDUSTAN INSECTICIDES LIMITED

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

## APPLICATION FOR LEAVE

Sr. No.....

H.Q. Hyderabad

Dept./Section Seed division

Name of the Applicant M.R.C. REDDY Designation R.M (SP)

Leave required for 2 (2) (days) from 16.12.2020 to 17.12.2020

Nature of Leave C.L

Purpose of Leave Some urgent work at home.

Address while on leave Flat - 302, Hillridge Apartments  
Andhra Bank Colony, Hyderabad - 500036

Dated 15/12/2020

M.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

DGM (HQS)

Sanctioned/Refused

Sanctioning Authority

Entries made in the Attendance Register/Leave Register

Personnel Clerk

R.S.M.