



HINDUSTAN INSECTICIDES LIMITED

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

APPLICATION FOR LEAVE

Sr. No.....

H.Q. Mydukur

Dept./Section.....Seed.....

Name of the Applicant.....Yerva Srinivasa Reddy.....Designation.....officer (seed prodn)

Leave required for1.....(days) from.....27.02.2020.....to.....27.02.2020

Nature of Leave.....Casual leave.....

Purpose of Leave.....Personal work.....

Address while on leaveGuntur.....

Dated26.02.2020

Signature of the Applicant
Y. S. Reddy

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
M. Reddy

Entries made in the Attendance Register/Leave Register

Personnel Clerk

R.S.M.