



# HINDUSTAN INSECTICIDES LIMITED

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

## APPLICATION FOR LEAVE

Sr. No. 165

H.Q. Bangalore

Dept./Section Marketing

Name of the Applicant S. MARIAPPAN Designation DMM.

Leave required for Three (days) from 13.02.2020 to 15.02.2020

Nature of Leave EL - Non Encashable

Purpose of Leave To attend Marriage function

Address while on leave Hotel Kalrye Bhuvanavar on 14.02.2020,  
13.02.2020 & 15.02.2020 on journey 9442511336.

Dated 11.02.2020

[Signature]  
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

Sanctioning Authority

Entries made in the Attendance Register/Leave Register

Personnel Clerk

R.S.M.