



HINDUSTAN INSECTICIDES LIMITED

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

APPLICATION FOR LEAVE

Sr. No. 007

H.Q. Bangalore

Dept./Section MARKETING

Name of the Applicant S. MARIAPPAN

Designation DMM

Leave required for one day (days) from 07.10.2019 to

Nature of Leave Casual Leave

Purpose of Leave To attend Sister's Daughter Marriage

Address while on leave 52. DRO. Colony, K. Pudur, MADURAI - 625007

Leaving HQ on 06.07.19 Sunday resume 08.10.19 Contact: 9442511334

Dated 04.10.2019

[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.