



HIL (INDIA) LIMITED
HINDUSTAN INSECTICIDES LIMITED

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

APPLICATION FOR LEAVE

Sr. No.....
H.O. *Vijayawada*
Dept./Section... *Sales*
Name of the Applicant... *A. RAMESH* Designation... *DMM*
Leave required for... *Two* (days) from... *06/04/2021* to... *07/04/2021*
Nature of Leave... *Sick leave* (with full pay)
Purpose of Leave... *Headache due to Covid-19 Vaccination*
Address while on leave... *Local*
.....
Dated... *06/04/2021* Signature of the Applicant *A. Ramesh*

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.