



HINDUSTAN INSECTICIDES LIMITED

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

APPLICATION FOR LEAVE

Sr. No.....
H.Q. *Vijayawada*
Dept./Section *Sales*
Name of the Applicant *A. RAMESH* Designation *DMM*
Leave required for *Two* (days) from *13/02/2020* to *14/02/2020*
Nature of Leave *Casual leave*
Purpose of Leave *Attending marriage function*
Address while on leave *Bhubaneswar*
Orissa State
Dated *10/02/2020* 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.