



HINDUSTAN INSECTICIDES LIMITED

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

APPLICATION FOR LEAVE

Sr. No.
H.Q. Hyderabad
Dept./Section seed division (MKG)
Name of the Applicant M. R. C. REDDY Designation Manager (SD)
Leave required for 1 (days) from 15.4.2021 to
Nature of Leave C.L
Purpose of Leave one urgent work at home
Address while on leave Hillridge Apartments, Plot 301
Andhra Bank Colony, Alimnagar, Hyd-35
Dated Signature of the Applicant M. R. C. 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

DGM (MKG)

Sanctioned/Refused

Sanctioning Authority

Entries made in the Attendance Register/Leave Register

Personnel Clerk

R.S.M.

Casual Leave for 1 day 15.04.2021

1 message

HIL-Hyderabad <hilhydagro@gmail.com>
To: Anil Yadav <anilyadavhil@yahoo.com>

Thu, Apr 15, 2021 at 10:44 AM

Dear Sir,
I have some urgent work at home. Kindly grant me one day leave on 15.04.2021.

thanks and regards
MRC Reddy
RSM SP
Hyderabad