



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

Name of the Applicant.....

M.R.C. REDDY

Designation.....

R.M (SD)

Leave required for.....

2

(days) from.....

23.12.2020

to.....

24.12.2020

Nature of Leave.....

C.L

Purpose of Leave.....

For attend close relative marriage

Address while on leave.....

M.R.C. REDDY c/o S.N. Reddy

Sundarapuram, Baidyal (PD Kotha per CO Dist)

Dated.....

Signature of the Applicant

M. 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 (seeds)

Sanctioned/Refused

Sanctioning Authority

Entries made in the Attendance Register/Leave Register

Personnel Clerk

R.S.M.