



HINDUSTAN INSECTICIDES LIMITED

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

APPLICATION FOR LEAVE

Sr. No.....

H.Q. Hyd

Dept./Section Seed division -

Name of the Applicant M. R. C. REDDY

Designation Manager (SP)

Leave required for 1 (days) from 8/2/2021 to

Nature of Leave Sick leave (one day full pay)

Purpose of Leave suffering from cold & cough.

Address while on leave

Dated 9/2/2021

M. R. C. Reddy
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

DGM(M)
Sanctioning Authority

Entries made in the Attendance Register/Leave Register

Personnel Clerk

R.S.M.

Sanction of 1 day sick leave on 08.2.2021 -- Reg.

message

L-Hyderabad <hilhydagro@gmail.com>

cc: Anil Yadav <anilyadavhil@yahoo.com>

Mon, Feb 8, 2021 at 10:58

Sir,

My health is not well today, unable to attend the office. It is requested to sanction 1 day sick leave on 08/02/2020 and approval may please be conveyed.

Regards,
M.R.C.REDDY
RM (SP)
RSO ,HYDERABAD .