



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 07 days (days) from 04/01/2021 to 12/01/2021
Nature of Leave E.L. 9th - 2nd Saturday
Purpose of Leave To visit my parents / Native place
Address while on leave S/o A. M. Rao, EMANI (P.O), TENALI (TG) & Mandal
GUNTUR Dt. - 522 308
Dated 18/02/2020 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.