



# 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 21/02/2020 to 25/02/2020

Nature of Leave E.L. (21/2 - Holiday, 22/2 & 23/2 - 4th Saturday & Sunday)

Purpose of Leave Personal work with my daughter. (24/2 & 25/2 - Two days leave.)

Address while on leave Bangalore family programme.

Dated 16/02/2020.

GM(M)

[Signature]  
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

Sanctioning Authority

Entries made in the Attendance Register/Leave Register

Personnel Clerk

R.S.M.