



# HINDUSTAN INSECTICIDES LIMITED

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

## APPLICATION FOR LEAVE

Sr. No. .... 01 .....

H.O. Gooty .....

Dept./Section .... Seed Division

Name of the Applicant .... G. Theja Naths Reddy ..... Designation .... Officer (Seed Production)

Leave required for .... 01 ..... (days) from .... 03.05.2021 ..... to .... 03.05.2021 .....

Nature of Leave .... Casual leave .....

Purpose of Leave .... Father health check up. ....

Address while on leave .... Hampapuram Village Raghada, Anantapuramu. ....

Dated .... 02.05.2021 .....

  
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.