



# HINDUSTAN INSECTICIDIES LIMITED

(A GOVT. OF INDIA ENTERPRISE)

REGIONAL SALES OFFICE, NAGPUR.

43, Perfect Layout, Opp. Anusaya Mangal Karyalaya,  
Mangalmurti Sqr, Trimurti Nagar, Ring Road, Nagpur-440 022.  
Ph.: (0712) 2240684, Fax: (0712) 2240663, E-mail: hilaki@rediffmail.com

## APPLICATION FOR LEAVE

Sr. No. \_\_\_\_\_ H/O. Raipur (CC)  
Dept. / Section Mktg  
Name of the Applicant S.R. Belekar Designation MO.  
Leave required for 04 (day) from 10/12/19 to 13/12/2019  
Nature of Leave EL (unaccountable)  
Purpose of Leave wedding ceremony of my niece  
Address while on Leave Nagpur  
Contact Phone No. 9 Mobile 9098478763

Dated: 9/12/19

Signature of the Applicant Belekar

### Admissibility 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

Order of Sanctioning Authority

Sanctioned / Refused

Sanctioning Authority

Entries made in the Attendance Register/Leave Register

Personnel Clerk

R.S.M.