



HINDUSTAN INSECTICIDES LIMITED

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

APPLICATION FOR LEAVE

Sr. No.

H.O.

Dept./Section Seed

Name of the Applicant G. Theja Natha Reddy Designation officer (Seed production)

Leave required for 01 (days) from 25-01-2020 to 25-01-2020

Nature of Leave casual leave

Purpose of Leave father health checkup

Address while on leave S.V. hospitals. Bangalore.

Dated 24-01-2020

Geepp
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.