



AGGARWAL COLLEGE BALLABGARH

A Post Graduate Co-educational College

(Affiliated to M.D. University, Rohtak)

NAAC ACCREDITED 'A' GRADE (CGPA : 3.40)

ISO 9001:2015 & ISO 14001:2015 Certified

COLLEGE WITH POTENTIAL FOR EXCELLENCE

Leave Application Form

1. Applicant's Name :
2. Department :
3. Designation :
4. Date of Application :
5. Period for applying leave : From to
6. No. of Days for applying leave : day(s)
7. Kind of Leave (Casual/Earned/Academic/Duty) :
8. Purpose :
.....
9. In case of Station Leave, Please mention :
10. Address during leave :

Signature of Applicant

Acting Principal

Please Note:

1. Leave cannot be claimed as a matter of right.
2. Leave is to always be applied for and sanctioned before it is taken, except in case of emergency or for satisfactory reason.
3. Leave availed on medical grounds for more than two days should be accompanied by a Medical Certificate from the competent authority.
4. Absence from duty after expiry of leave entails disciplinary action.
5. Absence without sanctioned leave will constitute an interruption in service.
6. Officials to be informed in case of emergency: Sh. Manmohan Singla (Mb. 9212371284) in Wing-II & Sh. Rakesh Sharma (Mb. 9466667809) in Wing-I.