



# AGGARWAL COLLEGE BALLABGARH

A Post Graduate Co-educational College

(Affiliated to M.D. University, Rohtak )

NAAC ACCREDITED A++ GRADE (CGPA : 3.57)

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

Principal's Order

### **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 should be accompanied by a Medical Certificate from the competent authority.
4. Absence from duty after expiry of leave entails disciplinary action.
5. Absenting without sanctioned leave will be treated as absence from duty.
6. Official to be informed in case of emergency: Sh. Manmohan Singla (Mb. 09212371284).
7. The employee informing the office through Email in emergency will state the reason and submit the duly filled leave application proforma (available on college website) to the Principal for sanction of leave immediately next day.