

STAFF LEAVE APPLICATION FORM
ALL INDIA JAT HEROE'S MEMORIAL COLLEGE, ROHTAK

Name of applicant and Designation	Leave applied for	Cause	Leave already taken	Recommendation with arrangements during his absence	Order

Date

Signature of Applicant

PRINCIPAL

1. Leave of absence cannot be claimed as of right.
2. It must not exceed 20 days during the year.
3. It must in no case exceed 10 days at a time.
4. Leave exceeding 4 days is not granted on more than two occasions.
5. The Principal can grant leave not exceeding 10 days during the year and 4 days at a time.
6. Leave should be secured before it is availed of.
7. As far as possible, no leave should be sought during examination days.