



GOVT. OF ASSAM

# GOVERNMENT MODEL DEGREE COLLEGE

DIBLONG: DIMA HASAO: ASSAM

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## LEAVE APPLICATION

Date:

To  
The Principal i/c  
Govt. Model Degree College  
Diblong, Dima Hasao

Sir,

I have the honour to request you to kindly grant me leave as per the details given below.

1. Name\* : \_\_\_\_\_
2. Designation\* : \_\_\_\_\_
3. Type of Leave (CL/RL/EL)\* : \_\_\_\_\_
4. Leave on credit as on today\* : \_\_\_\_\_
5. No. of days for which leave is required  
(Mention Date)\* : \_\_\_\_\_
6. Whether permission sought for  
Head Quarter Leave\* : \_\_\_\_\_
7. Reason for Leave\* : \_\_\_\_\_

Forwarded by:

Yours faithfully

Signature:

Head of the Dept.:

\_\_\_\_\_  
Signature

**(FOR OFFICE USE ONLY)**

Granted/Not granted

Entered in the leave Register

Signature of the dealing Assistant

Principal i/c  
Govt. Model Degree College  
Diblong, Dima Hasao