



**MAHATMA GANDHI ARTS, SCIENCE AND  
LATE NASARUDDHINBHAI PANJWANI COMMERCE COLLEGE**  
ARMORI Dist. Gadchiroli (M.S.) 441 208  
Affiliated to Gondwana University, Gadchiroli  
Re-accredited by NAAC 'A' with 3.24 CGPA (2022)

**LEAVE APPLICATION**

To,

**THE PRINCIPAL**

Employee Name: - \_\_\_\_\_

Department: - \_\_\_\_\_ Designation \_\_\_\_\_

**LEAVE DURATION: -**

From: - \_\_\_\_\_ To \_\_\_\_\_ with permission to prefix/suffix

Sunday and Holiday on \_\_\_\_\_ (Holiday Name) \_\_\_\_\_ with

Head Quarter Leave.

No of Leave Days: - \_\_\_\_\_ Type of Leave: - \_\_\_\_\_

**ACADEMIC ARRANGEMENT: -**

S.No	Date	Schedule Lectures/ Practicals/ Tutorials	Schedule Time	Class & Room No	Alternative arrangement staff name and department	Signature of Alternative staff	Remark

Date: - \_\_\_\_\_

Signature of APPLICANT

**FOR HOD /HEAD CLERK USE ONLY: -**

Leave Recommended: - Yes/No

Comments if any \_\_\_\_\_

Signature of HOD/Head Clerk

**FOR OFFICE USE ONLY: -**

Leave balance after deduction: - \_\_\_\_\_

Signature of CLERK

**Leave Sanctioned: - YES/NO**

Remark if any: - \_\_\_\_\_

Signature of PRINCIPAL

