

# CHHAJU RAM COLLEGE OF EDUCATION, HISAR

## Staff Leave Application Form

Name of Applicant and Designation	Leave applied for	Nature of Leave	Causes	Leave already taken	Recommendation with arrangements during his absence	Order
Date _____ Signature of the applicant _____						

- Note:
1. Leave of absence cannot be claimed as a matter of right.
  2. It must not exceed 15 days during the year.
  3. It must in no case exceed 10 days at a time.
  4. Leave should be secured before it is availed of.
  5. As far as possible no leave should be sought during examination days.
  6. Earned leave will not be granted less than 7 days.