

**Shri Madhav College of Education & Technology**  
**Keshav Nagar Modinagar, Road Hapur**

**Performa For Leave Application**

1      **Name** -----

2      **Designation** -----

3      **Department** -----

4      **Type of Leave Applied** -----

(Whether Casual Leave/Earned Leave/Half Pay Leave/Commutated Leave/Maternity Leave)

5      **Period of Leave Date** -----

6      **Reason of Leave** -----

7      **Detail of Last Leave availed** -----

**Signature** -----

**Name** -----

**Department** -----

**Recommendation** -----

**Date** -----

**Signature of Principal**