



SITANANDA COLLEGE

[ESTD. 1960]

P.O. & P.S. – NANDIGRAM: DIST. – PURBA MEDINIPUR

NAAC ACCREDITED GRADE “B⁺”

TELE-FAX: (03224) 232295

E-mail: sitanandacollege@yahoo.in

Website: <https://sitanandacollege.ac.in/>

Application for casual / Earned / Special / Medical leave / on duty

Name & Designation of the Staff

Duration of the leave on / from

Total number of days : Ground

Certificate is attached / for medical & on duty

Date:

Signature of the Applicant

FOR OFFICE USE ONLY

Casual	Earned	Medical	Other
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Leave due on the date of
Application –

Number of Special Leave enjoyed before
(in casual of special leave only)

Signature of Head Clerk

..... leave with full pay / with half pay / without pay of Shri

..... has been sanctioned for Days (from
..... to) as per G.B Resolution No. Dated (incase of leave
more than fifteen days).

Date:

Principal