

- NOTE :- PLEASE INFORM BEFORE 48 HOURS OTHERWISE NOT ACCEPTED



## **LEAVE APPLICATION FORM**

**NUCLEUS INFOTECH PRIVATE LIMITED**

**268 1st FLOOR, NAHAR PUR VILLAGE**

**SECTOR-VII, ROHINI**

**NEW DELHI - 110085**

**PHONE :- 011-27053031, 27053032 MOBILE :- 9810032745**

**NAME OF THE EMPLOYEE** : \_\_\_\_\_

**LEAVE REQUIRED** : FROM \_\_\_\_\_ TO \_\_\_\_\_

**TOTAL NO. OF DAYS** : \_\_\_\_\_

**TYPE OF LEAVE (C/S/P)** : \_\_\_\_\_

**(CASUAL/SEEK/PAID)**

**REASON FOR LEAVE** : \_\_\_\_\_

: \_\_\_\_\_

**SIGNATURE OF THE EMPLOYEE** : \_\_\_\_\_

**DATED** : \_\_\_\_\_

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**OFFICIAL USED**

**LEAVE STATUS :**                      **SANCTIONED / NOT SANCTIONED**

**(IMMEDIATE SUPERVISOR)**

**(M.DIRECTOR)**