

## Department of Technical Education Govt. Industrial Training Institute Shimla Distt. Shimla HP-171005, Ph. 0177-2830983 Email- pplitisml@yahoo.co.in



## **LEAVE APPLICATION**

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1	Name of applicant	•	
2	Post Held		
3	Department/Office	:	
4	Type of leave		
5 .	Purpose		
6	Date & period of leave applied	:	
7	Contact No. during the Leave period	1:1	
8	Leave availed including this Leave	:	
9	Balance Available	:	
10	Alternative arrangement (if any) Name & Designation with signature	:	
11.	Dated:		Signature of Applicant
12	Recommended/ Not Recommended	:	Signature GI/ Supdt. & Designation
13	Approved/ Not Approved		Signature of DDO
		A SECTION AND ADDRESS OF THE PARTY OF THE PA	Signature of DDO