

PIX TRANSMISSIONS LIMITED, NAGPUR

LEAVE APPLICATION

I _____ Card No. _____ Dept. _____
hereby request you to grant me _____ day (s)
PL/SL/CL from _____ to _____ (incl)
Ground of leave _____
Address while on leave _____

Date: _____

Signature of Applicant _____

TO BE FILLED BY THE OFFICE

PL / SL / CL Due _____ Day (s)

Availed _____ Day (s)

Balance _____ Day (s)

Date: _____

Personnel Department _____

Remarks: _____

Date: _____

Signature of Shift Supervisor / Shift Incharge _____

REMARKS OF DEPARTMENTAL HEAD

Leave Sanctioned / Refused _____

With Pay / Without Pay _____

Signature of Dept. Head _____

Date _____

Leave Sanctioned / Refused _____

With Pay / Without Pay _____

PL / SL / CL to _____

Mr. / Mrs / Miss. _____ Card No. _____

for _____ day (s) from _____ to _____

You should resume duty on _____

Date: _____

Personnel Department _____

Note: Privilege leave may not be taken more than 3 times in a year - Employee shall apply in writing 15 days before proceeding on P. L. - Employee must apply minimum 3 P. L. at a time - Casual leave shall not be combined with kind of leave - Casual leave shall be limited to 3 days at a time - Holiday declared by the establishment and weekly holidays may be prefixed or suffixed to C. L. - Preferably application for C. L. shall be made before proceeding on C. L. if not possible on the day of joining.