



NARMADA COLLEGE OF COMPUTER APPLICATION

1st Floor, Narmada Education Campus, Shuklatirth Road, P.O.Zadeshwar, Bharuch, Gujarat India-392 011
Affiliated to Gujarat Technological University (GTU), Ahmedabad [GTU College Code : 523] & Approved by
AICTE, New Delhi & Run by Narmada Education & Scientific Research Society, Regd. F/133 & Guj/143

Email ID : nccamail@yahoo.com • Website : www.ncca.ac.in • Fax : (02642) 231325

NCCA / 4403

LEAVE APPLICATION

Date :

The Director
Narmada College of Computer Application
Zadeshwar, Bharuch (Gujarat) 392 011.

GRANTING OF LEAVE

Sir,

Kindly grant me Special Casual/Casual/Sick / Earned Leave / CO / LWP as requested below :

1. Name	_____
2. Designation	_____
3. Type of the Leave required	_____
4. Purpose	_____
5. Duration	From /on _____ to _____
	No. of Days _____
6. Alternative arrangements made for classes / duties	_____
7. Keys or charge etc. handed over to	_____
8. Leave Address & Phone No.	_____

Remarks of the Director

Thanking you,

Yours faithfully,

Signature of Director

/ / 20

Signature of Employee

Leave Application may kindly be submitted before proceeding on leave

FOR OFFICE USE ONLY

1. Received on :	3. Leave in Balance applied for
2. Receiving Clerk :	4. Leave entered in the Muster Register and Leave Records.
	Jr. Clerk

Leave granted / not granted.

Jr. Clerk (J.K.M.)

Director