



**KONKAN GYANPEETH RAHUL DHARKAR COLLEGE OF PHARMACY  
AND RESEARCH INSTITUTE, KARJAT**

(Approved by AICTE & P.C.I. (New Delhi), D.T.E. (Govt of Maharashtra)  
and Affiliated to Mumbai University) Vengal Road, Dahivali, Karjat,  
Dist. Raigad-410 201 (Maharashtra) India

**APPLICATION FOR LEAVE (C.L., E.L., M.L, C.OFF, VACATION, SPL, DL, LWP)**

Applicant Name \_\_\_\_\_ Designation \_\_\_\_\_

Category of Leave applied \_\_\_\_\_ Period of leave required (From \_\_\_\_\_ to \_\_\_\_\_)

No. days \_\_\_\_\_ Reason of Leave \_\_\_\_\_ Mobile No. \_\_\_\_\_

Declaration: - I have made alternative arrangements and assigned duties with Prof. /Mr. / Mrs. / Ms.  
\_\_\_\_\_ during my absence. (Details of work adjusted backside).

Name & Sign. of concerned clerk

Name & Sign. OS / Teacher in - charge.

Leave Sanctioned / not Sanctioned Remark:- \_\_\_\_\_

Principal

