

# LOTUS PETAL CONSULTANT & SERVICES PRIVATE LIMITED

## FORM OF APPLICATION FOR LEAVE

1.	NAME OF THE APPLICANT	:	
2.	LEAVE OF RULES APPLICABLE	:	
3.	POST HELD	:	
4.	COMPANY SECTION	:	
5.	SALARY	:	
6.	HOUSE RENT ALLOWANCE, CONVEYANCE ALLOWANCE OR OTHER COMPENSATORY ALLOWANCE DRAWN ON THE PRESENT POST	:	
7.	NATURE AND PERIOD OF LEAVE APPLIED FOR AND DATE FROM WHICH REQUIRED	:	
8.	SUNDAY AND HOLIDAY IF ANY PROPOSED TO PREFIX, SUFFIX TO LEAVE.	:	
9.	GROUND ON WHICH LEAVE IS APPLIED ON	:	
10.	DATE OF RETURN FROM THE LEAVE AND THE NATURE & PERIOD OF THE LEAVE	:	
11.	LEAVE ADDRESS IF GRANTED	:	

