

LEAVE APPLICATION FOR STAFF MEMBER

I.....Designation.....in the Project.....

VIKLANG SAHARA SAMITI DELHI, would like to take Casual/Privilege/Medical leave

from.....to.....for the Purpose.....kindly

sanction leave for.....Days I shall be extremely obliged.

Approved ☐

Not approved ☐

Signature of Staff Member

Name.....

Designation.....

Date of submission.....

Signature of Founder & CEO/General Secretary

Name.....

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