

Leave Authorization Form

Q1) Name of an applicant _____

Q2) Address of an applicant: _____

Q3) Contact Number _____

Q4) Email ID _____

Q5) What is the reason for leave? _____

Q6) What will be the period of your leave? From Date _____ to Date _____

Q7) Have you taken any leaves lately? (If yes specify the purpose and period of leave)

Q8) Name of the concerned authority who will grant the leave: _____

Q9) Name of the person to take ownership in case of your absence: _____

Q10) If you are going out of station then provide the address of the concerned location

Q11) Signature of an Applicant: _____

Q12) Date: _____ Q13) Place: _____