

# VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

MATUNGA, MUMBAI - 400 019.

Personal File No. \_\_\_\_\_

Leave Sanction Memo  
(other than casual leave)

**Re.: Enclosed Application for leave**

Applicant's Name \_\_\_\_\_ Designation \_\_\_\_\_

Leave asked for by the applicant is recommended with effect from \_\_\_\_\_ to \_\_\_\_\_

as Earned Leave (if due) / Leave on Medical certificate / Disability Leave / Leave without pay.

(Please indicate the nature of leave recommended) \_\_\_\_\_

Head of

Dept.

The Applicant has \_\_\_\_\_ days \_\_\_\_\_ leave to his credit. He may, therefore be granted  
\_\_\_\_\_ days \_\_\_\_\_ leave.

(To be filled in by office)

\_\_\_\_\_  
Establishment Clerk

The following leave is sanctioned to the applicant

\_\_\_\_\_ days \_\_\_\_\_ leave from \_\_\_\_\_ to \_\_\_\_\_

with permission to prefix holidays on  
with permission to surfix holidays on

Director