

KMCT GROUP OF INSTITUTIONS

(Run by Kunhitharuvai Memorial Charitable Trust)

Administrative office: National Hospital Compound , Indira Gandhi Road,

Calicut-673001. Phone: 0495-2720415

Date:.....

No

APPLICATION FOR LEAVE

Name of the Institution/Office :

.....

Name in Full :

Employee Number :

Designation :

Date of joining & Nature of Service :

Previous leave taken :

Days of leave Applied for :

Nature of leave Applied for :

Reason for leave :

Recommendation of the leave

Employee

(Please specify the details)

Signature of the

Signature of HOD

Principal/GM/CEO