

**GOVERNMENT J. THANKIMA COLLEGE  
AIZAWL MIZORAM**

**LEAVE APPLICATION FORM**

Name of applicant : .....

Designation : .....

Department / Section : .....

Nature of leave applied for : .....

Duration for leave applied : .....

Reason(s) for leave : .....

.....

Whether station leave is required : Yes / No

If so, mention the duration for station leave : .....

I shall be very grateful if you would consider my humble application for leave and grant me the same.

Countersigned by H.A.

Name & signature of applicant

After careful consideration, the application for leave is hereby **granted** / **not granted**.

Principal  
Govt. J.Thankima College  
Aizawl, Mizoram