

MAHA METRO RAIL CORPORATION LTD

PUNE METRO RAIL PROJECT

APPLICATION FOR LEAVE

Name .....

Emp.No .....

Designation .....

Div/Office .....

| S.No | Type of Leave | From | To | No. of days |
|------|---------------|------|----|-------------|
|      |               |      |    |             |

Reason for Leave .....

Address during leave  
.....  
.....

Date :

Place :

Signature of the Employee

Forwarded by

Employee No

Department Head

Sanctioned /Not Sanctioned

Executive Director  
(Sanctioning Authority)

HR/Admin

Remarks (if Any)

Forwarded to Personnel Branch for necessary action