

# KVC CONSULTANTS LTD

1-A, Sapru Marg, Shrawan Plaza, Opp-SSP Niwas, Lucknow-226001,  
Phone No. : 0522-3258273,email:kvconsultantsltd@gmail.com

## LEAVE APPLICATION FORM

**Name:** \_\_\_\_\_ **Employee no:** \_\_\_\_\_

**Designation:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

**Function:** \_\_\_\_\_ **Sub Function:** \_\_\_\_\_

You are requested to grant me \_\_\_\_\_ days (CL/PL/SL\*)

\*If Applicable, Eligible only if not covered under ESIC

From \_\_\_\_\_ to \_\_\_\_\_.

Last similar type of leave availed by me was from \_\_\_\_\_ to \_\_\_\_\_.

Type: CL/PL/SL

Reason:

\_\_\_\_\_

Over all leave status of individual:

Sr. No	Leave Earned	Taken Till date	Balance
1	EL		
2	SL		
3	CL		

Signature of the Applicant:

Signature of Reporting Manager:

Signature of Zonal HR Executive: