



# ALCHEMY SCHOOL

## TOUR / LEAVE APPLICATION

Date : \_\_\_\_\_

Employee Code : \_\_\_\_\_

Name of Employee :			
Please note that I was/will be on tour/Leave/ _____			
From : ____ / ____ / ____ / ____ /			
No. of days : _____ SL/CL/PL/Tour _____			
Reason :			
Contact No. during the period _____			
in my absence my work will be taken care of by _____			
<b>Candidate Sign.</b>	<b>Co-Ordinator Sign.</b>	<b>V. Principal Sign.</b>	<b>Chairman's Sign.</b>

\*Note : Leave will be granted as per the school rule.



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