

**DAV INSTITUTE OF MANAGEMENT**  
**NH-3, NIT FARIDABAD**

**SHORTLEAVE (Personal)**

1. Dated: \_\_\_\_\_
2. Name of the employee : \_\_\_\_\_ Designation: \_\_\_\_\_
3. Department : \_\_\_\_\_
4. Short Leave Time from : \_\_\_\_\_ to \_\_\_\_\_
5. No. of times short leave taken in the month: \_\_\_\_\_

**Vice Principal / HOD**

**Signature of the applicant**

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