

LEAVE APPLICATION

1	Name of applicant	:	
2	Post Held	:	
3	Department/Office	:	
4	Type of leave	:	
5	Purpose	:	
6	Date & period of leave applied	:	
7	Contact No. during the Leave period	:	
8	Leave availed including this Leave	:	
9	Balance Available	:	
10	Alternative arrangement (if any) Name & Designation with signature	:	
11.	Dated:		Signature of Applicant
12	Recommended/ Not Recommended	:	Signature GI/ Supdt. & Designation
13	Approved/ Not Approved		Signature of DDO