

Proforma for Leave Application

1. Employee 's Name -----

2. Designation -----

3. Department/Branch -----

4. Type of Leave Applied -----

(Whether Casual Leave/ Earned Leave /Half Pay Leave / Commuted Leave /Maternity Leave)

5. Period of Leave -----

6. Proposed to avail L.T.C during leave period-----

(Write Yes or No) If Yes, mention the Block Year -----

7. Whether Station Leave required-----

8. Prefixes/Suffixes-----

9. Address during Leave -----

10. Purpose of Leave -----

11. Detail of last leave availed -----

Signature of Employee.....

Name.....

Department.....

Employee ID.....

Recommendation of Branch Incharge/Head of Office

Signature of Competent Authority