

APPLICATION FOR CASUAL LEAVE / RESTRICTED HOLIDAY

1. Name :
2. Designation :
3. Office / Section :
4. Dates on which Casual Leave / Restricted Holiday is applied for :
5. Details of the Previous Casual Leave / Restricted Holiday :
6. Reasons for availing Casual Leave / Restricted Holiday :

Signature of the Applicant (with date)

May / May not be granted

Signature of the Recommending Officer (with date)

Designation:

Signature of the Sanctioning Officer (with date)

Designation: