|  |  |
| --- | --- |
| **Please tick one:** | **(Clinical Staff / Non-clinical staff)** |
| **MR (ID) No. of Employee** |  |
| **Name of Applicant** |  |
| **Father’s name** |  |
| **Designation** |  |
| **Employee status**  *(select one option)* | **Civil / Institutional / Contractual / Daily Wager** |
| **Date & Time** | **Date\_\_\_\_\_\_\_\_\_\_\_\_ Time: From\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_** |
| **Reason(s):** |  |
| **Duty cover**  *(Name & Sign of employee)* | **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Department /section/unit:** |  |
| **Signature of applicant** |  |

|  |  |
| --- | --- |
| **Leave applied for** |  |
| **Leaved availed (before)** |  |
| **Leave balance** |  |

**Record Keeper Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **FOR OFFICIAL USE ONLY** | |
| **Remarks of controlling officer** |  |
| **Signature** |  |
| **Remarks of Sanctioning authority** |  |
| **Signature** |  |