

REQUEST FOR GRANT OF LEAVE

Name.....Department.....

Nature of leave requested.....

Purpose of Leave.....

.....

Period of Leave From.....To..... (No. of days.....)

(Request for permission for leaving the station may be made on a separate sheet giving leave address also).

Signature.....

Name.....

FOR OFFICE USE

.....Leave duedays

.....Leave requesteddays

Balance on return.....days

Dealing Assistant

Section Officer (Admin.)

Administrative Officer/Principal