

**APPLICATION FOR CASUAL / RH LEAVE**

1.	Type of Leave	
2.	Name	
3.	Designation	
4.	Leave Period	
5.	Prefix / Suffix, if any	
6.	Reason(s) for Leave Applied	
7.	Whether Permission to Leave the Station is required	
8.	If Yes, Address during the Leave Period	

Dated :

Signature of the Applicant

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**Recommendation of the Controlling Officer**

**Sanctioned / Not Sanctioned**

Signature :

Designation :  
Leave Sanctioning  
Authority