



THE BHARAT SCOUTS AND GUIDES

NATIONAL HEADQUARTERS, LAKSHMI MAZUMDAR BHAWAN

16, M.G. MARG, I.P. ESTATE, NEW DELHI - 110002

APPLICATION FOR LEAVE

Name.....

Designation.....Headquarter at.....

Leave applied for.....days from.....to.....

Reason.....

Nature of Leave: Casual/Earned/Medical/Maternity/Leave without Pay/Special Leave with Pay/LTC.....
(in case of Medical Leave, certificate from a Govt. Hospital/Dispensary should be enclosed)

Date

Leave address of the applicant Contact Telephone No./Mobile No. on Leave

if permission required to leave the Headquarters

.....

..... Signature.....

Leave Recommended

Not Recommended due to

.....

.....

Incharge of the Section

Leave Record

As per Recorddays..... Leave is available in credit of Sh/Smt/Ku..... Hence, competent authority may like to sanction leave applied as CL / EL / ML / HPL / EOL or the period of absence may be treated as LWP.

Remark:-

Dealing Assistant

..... days leave from.....to.....is sanctioned.

Date :.....

Director / HOD(for CL)

SANCTION INFORMATION

Sh./Smt/Ku.....

Designation..... is granted Casual / Earned / Medical / Maternity Leave or Leave without Pay/LTC from to i.e. fordays.

Date.....

Copy to: 1. The Head of the Department
2. Accounts Officer
3. Personal File of Sh./Smt./Ms.....
4. Shri/Smt./Ms.....

DIRECTOR
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