

राजीव गांधी राष्ट्रीय युवा विकास संस्थान,
Rajiv Gandhi National Institute of Youth Development
श्रीपेरुम्बुदूर, Sriperumbudur- 602 105

LEAVE APPLICATION FORM

1. Name of the Staff :

2. Designation & Department :

3. No. of Days of leave required with date:
(for ½ day specify FN / AN) & Type

4. Reason for leave :

Date of application:

Signature of the Applicant

Recommendation of Section Head / Reporting Officer:

Signature with designation

FOR USE BY ESTABLISHMENT BRANCH

Leave at Credit : Day(s)

Leave taken now : Day(s)

Balance of leave at Credit : Day(s)

Steno (Admin)

Asst Reg (Admin)

Granted / Not Granted

Sanctioning Authority