

**HUMAN RESOURCE DEVELOPMENT CENTRE, GHAZIABAD**

**PROFORMA FOR LEAVE APPLICATION**

1. Name (in BLOCK letter's) \_\_\_\_\_
2. Designation (in full) \_\_\_\_\_
3. Division \_\_\_\_\_
4. Nature of leave applied for \_\_\_\_\_

Earned Leave	Casual Leave	Rest. Leave	HPL/Com. Leave	EOL	Any other

5. Period of Leave      From \_\_\_\_\_ to \_\_\_\_\_  
Prefixing \_\_\_\_\_  
Suffixing \_\_\_\_\_
6. Station Leave Required \_\_\_\_\_
7. Reasons/Purpose for which leave is required \_\_\_\_\_
8. Contact Address during the \_\_\_\_\_
9. leave period (Tel. No. if any) \_\_\_\_\_

Dated:

(Signature of Applicant)

10. Approved / Not Approved  
(In case of Scientist in a Division)  
  
(Head of Division)
11. EL./CL/HPL/RH      for \_\_\_\_\_ days are due to him/her as on

SECTION OFFICER

ADMINISTRATIVE OFFICER

APPROVED / NOT APPROVED  
( In case of Heads of Division )

HEAD,CSIR-HRDC