

**APPLICATION FOR CASUAL LEAVE / R.H.& COMP. LEAVE**

To,

The Library Information Officer,  
Central Secretariat Library,  
Shastri Bhawan, New Delhi

Sir,

I may kindly be granted Casual Leave / Restricted Holiday and Compensatory  
Leave for \_\_\_\_\_ days (s) i.e \_\_\_\_\_ to \_\_\_\_\_  
On account of \_\_\_\_\_.

Thanking you,

Yours faithfully,

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Dated: \_\_\_\_\_

**APPLICATION FOR CASUAL LEAVE / R.H.& COMP. LEAVE**

To,

The Library Information Officer,  
Central Secretariat Library,  
Shastri Bhawan, New Delhi

Sir,

I may kindly be granted Casual Leave / Restricted Holiday and Compensatory  
Leave for \_\_\_\_\_ days (s) i.e \_\_\_\_\_ to \_\_\_\_\_  
On account of \_\_\_\_\_.

Thanking you,

Yours faithfully,

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Dated: \_\_\_\_\_

**Application For Earned Leave/Medical Leave**

1. Name of applicant \_\_\_\_\_
2. Present Post held \_\_\_\_\_
3. Department \_\_\_\_\_
4. Present Pay \_\_\_\_\_
5. Nature and period of leave applied for and date from which  
Required \_\_\_\_\_
6. Sunday and holidays, if any proposed to be Prefix / Suffix to  
leave \_\_\_\_\_
7. Purpose for which leave is required \_\_\_\_\_
8. Date of return from last leave \_\_\_\_\_
9. I proposed / do not proposed to avail myself of leave travel concession for the Block  
year \_\_\_\_\_
10. Leave address \_\_\_\_\_  
\_\_\_\_\_

**Signature of the applicant with date**

**Remarks and Recommendation of controlling  
officer** \_\_\_\_\_

**Signature with date and Designation**

**Estt.Section(CUL)**

**JOINING REPORT**

I report myself on duty today i.e \_\_\_\_\_(FN)

After availing \_\_\_\_\_ days Earned Leave / Medical Leave from  
\_\_\_\_\_ to \_\_\_\_\_.

**Signature of Applicant**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Date** \_\_\_\_\_

**Estt. Section (Cul)**

**JOINING REPORT**

I report myself on duty today i.e \_\_\_\_\_(FN)

After availing \_\_\_\_\_ days Earned Leave / Medical Leave from  
\_\_\_\_\_ to \_\_\_\_\_.

**Signature of Applicant**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Date** \_\_\_\_\_

**Estt. Section (CUL)**