



VISVA-BHARATI
PALLI SIKSHA BHAVANA, SRINIKETAN
LEAVE APPLICATION
(EARNED AND OTHER LEAVE)

THE KARMA-SACHIVA
VISVA-BHARATI

DATED _____ 200

THROUGH PROPER CHANNEL

Sir,

I beg to apply for _____ leave for _____ days from _____
to _____ both days inclusive, on account of _____
I shall submit the joining report on resuming my duties on _____
at _____ hours. My address and time of leaving the station are noted
on the reverse.

Yours faithfully,

REMARKS OF THE SECTIONAL HEAD :

Forwarded and recommended for
_____ days _____ if due

Designation :

Superintendent _____ Principal _____

OFFICE NOTE :

Earned leave _____
Half-pay leave _____
Commutated leave _____
Leave not due _____
Extra ordinary leave _____
Maternity leave _____
Quarantine leave _____
Study leave _____

No. of Days	Dues	Remarks

Sanctioned / Not sanctioned

KARMA-SACHIVA

THE ADHYAKSHA P. S. B.

The _____ leave for _____ days from _____
to _____ applied for by _____
is sanctioned / cannot be sanctioned.

Dated _____

KARMA-SACHIVA

I beg to inform that I have rejoined my duties on _____
at _____ hours.

SIGNATURE OF ADHYAKSHA / HEAD OF DEPT

SIGNATURE OF APPLICANT (in full)