

**INSTITUTE FOR STUDIES IN INDUSTRIAL DEVELOPMENT  
NEW DELHI**

APPLICATION FOR CASUAL/SPL. CASUAL LEAVE

1. Name of the Applicant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Period of Leave : \_\_\_\_\_
4. Number of days : \_\_\_\_\_
5. Purpose of Leave : \_\_\_\_\_
6. Whether permission needed to leave station of Headquarters : \_\_\_\_\_
7. Address while on leave : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

Signature of the Applicant

Date:

Signature of the Sanctioning Officer