

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

APPLICATION FOR EARNED LEAVE

1. Name of applicant : _____
2. Designation : _____
3. Period of leave applied for and date from which required : _____

4. Purpose for which leave is required : _____
5. Address during the leave period : _____

6. Sundays & holidays, if any proposed to be prefixed/suffixed to leave : _____
7. Whether permission needed to leave station of Headquarters : _____

Date _____

Signature of Applicant

8. Remarks and/or recommendation of the controlling officer.

Date _____

Signature

9. Certified that Shri/Smt. _____ has _____ Earned Leaves in his/her credit.

Administration

10. Orders of the authority competent to grant leave.
Sanctioned/Not sanctioned.

DIRECTOR