

452. Proforma for CL

APPLICATION FOR CASUAL LEAVE

Sr. No.	Particulars	Details
1.	Name	
2.	Designation	
3.	Place of Posting	
4.	Office	
5.	Date of Joining	
6.	Total Casual Leave during the year	
7.	Rule applicable	Rule 22 of HCS (Leaves) Rules 2016
8.	Period of Leave applied for	
9.	Whether required Station Leave of not	
10.	Purpose of Leave	
11.	Address, contact No. and email ID during the leave period	

It is requested to SDO AH&D.....to grant me the Casual Leave with Station Leave for dated.....

Sign of Applicant

Des. No. Dated.....

Submitted to SDO AH&D for information and necessary action please.

(Sign & Seal)