**Establishment Section**

**Leave Sanction**

Name, Designation & Dept.

Type of Leave Applied for

Period

Sanction order & Date

**Permission to attend Workshop/Conferences/other training programme**

Name, Designation & Dept.

Title of the programme, Organizing institute &Venue

Date of Receiving Application

Date of Sanction & Order no.

**Application for Employment elsewhere**

Name, Designation & Dept.

Post applied for & organization

Date of receipt of application

Date of forwarding of application to the concerned organization & Letter No.

**Permission for Higher Education**

Name, Designation & Dept.

Details of Higher Education

Date of receipt of application

Date of permission & order no

**Any other……..**