ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE-6

Application for Regular Leave or Extension of leave

1. Name of applicant Dr. Shijith Kumar C
2. Post Held Library & Information Officer
3. Department/Section Library & Information Centre
4. Pay Rs. 15600/- + other allowances
5. House rent and other compensatory As per rules

Allowances drawn in the present post

1. Nature and period of leave applied for and E.L. 25-29 October 2012 (5 days)

Date from which required

1. Sundays and Holidays, if any,

proposed to be prefixed/suffixed to leave

1. Grounds on which leave is applied for Personal
2. Date of return from last leave and nature

and period of that leave

1. I do not propose to avail myself of leave Travel Concession

For the block years……………….during the ensuing leave

1. Addresses during leave period As per Records

Date: Signature of applicant

For office use

1. Remarks and /or recommendations of the Head of the Department/section

Signature (with Designation)

 Designation

Certificate regarding admissibility of leave

Certified that………………….for …………days from…………..to………………..is

Admissible under Rule……………….of the CCS Leave Rules, 1972. He/she will

Have…………………days of EL/HPL at credit

Date Establishment

Office Superintendent

Administrative Officer

Orders of the authority competent to grant leave

Date Director