

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEV. CORPN. LTD.

**APPLICATION FOR SANCTION OF EARNED LEAVE/HALF PAY/
COMMUTED LEAVE/EXTRA ORDINARY LEAVE.**

P. File No: _____

1. Name of the Employee : _____
2. Divisional in which : _____
3. (a) Nature of leave applied & the number
of days for which leave is required. : _____
- (b) Duration of leave applied for : FROM _____ TO _____
PREFIX _____ SUFFIX _____
ON ACCOUNT OF _____
- (c) Whether any Casual leave is due : _____
4. Date on which the employee returned
from leave on the last occasion : _____
5. Purpose of leave : _____
6. Address if leave is to be availed
outside Delhi : _____

SIGNATURE _____
DATE _____
DESIGNATION _____

Leave applied for with effect may : FROM _____ TO _____

**SIGNATURE OF THE OFFICER
INCHARGE**

Sanction as per his/her
leave admissibility. : SIGNATURE OF THE UNIT HEAD

: NAME _____
: DESIGNATION _____
: DATED _____