



THE INDIAN LAW INSTITUTE

APPLICATION FOR LEAVE

1. Name of Applicant _____
2. Post held _____
3. Department/Section {Faculty/Admn/Lib.} _____
4. Nature of Leave required _____
5. Period of leave applied for and date from which required _____ Days (from _____ to _____)
6. Saturday/Sunday and holidays, if any, proposed to be prefixed/suffixed to leave _____
7. Ground on which leave is applied for _____
8. I propose to leave the Head Quarters during leave? (Yes/No) _____
9. Contact Address and Ph. No. during leave :
(I) Address : _____

- (ii) Ph. No. : _____
10. I propose/don't propose to avail myself of leave travel concession in the block years _____ during the ensuing leave.
11. Date of return from last leave and the nature and period of that leave _____
12. In case of Compensatory Leave, indicate the date(s) when office was attended vide office order dated _____
[The compensatory leave can be availed within 3 months from the date of attending the office]

Signature of the applicant

Date _____

Recommendation of the Controlling Officer
(Indicate the alternative arrangement)

(For Official Use)

Nature of leave applied for _____

Leave due _____

Leave applied for _____

Balance _____

[Sig. of the Dealing Assistant and Deputy Registrar]

Sanctioned / not sanctioned

REGISTRAR

DIRECTOR