



Casual Leave (CL)/Restricted Holiday (RH) Application Form

To

AIIMS, Bhubaneswar

Sub.:- Application for Casual Leave/ Restricted Holiday.

Permission to leave HQ required: [Yes/no]:_____

R/Sir,

With due respect, I submit that I am unable to attend the office due to _____ from _____ to _____ for ____ days with permission to prefix _____ suffix _____. Kindly grant casual leave/restricted holiday for the above mentioned period.

Reliever's Name: _____ **Designation:** _____ **Sign.** _____

During above period, I shall be available in the following address (In case of leaving HQ):

Mobile No. _____ Telephone No. _____

(Signature of Applicant)

Name of Applicant : _____

Designation : _____

Department : _____

(Sanctioned/ Not Sanctioned)

HoD Dept. of _____ **Signature:** _____

CL and RH Record

Casual Leave				Restricted Holiday
CL 1	CL 2	CL 3	CL 4	RH 1
CL 5	CL 6	CL 7	CL 8	RH 2