

WADIA INSTITUTE OF HIMALAYAN GEOLOGY
33, General Mahadev Singh Road,
DEHRA DUN - 248 001 (UTTARAKHAND)

APPLICATION FOR CASUAL/RESTRICTED/COMPENSATORY LEAVE

1. Name :
2. Designation :
3. Nature of leave :
4. Period of leave and dates :
5. Prefix/Suffix :
6. Purpose :
7. Compensatory leave claimed :
for which working day(s)
8. Address during leave :

Date:

Signature of applicant

Remarks and /Or recommendation of Section In charge.

Signature of section In charge

LEAVE ADMISSIBILITY

Leave at credit -----days
Applied for -----days
Balance -----days

Administrative Officer

Remarks/Sanction

Admin. Officer

Registrar

Director