



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

To

AIIMS, Guwahati

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
CL1	CL2	CL3	CL4	RH1
CL5	CL6	CL7	CL8	RH2