



SARDAR SWARAN SINGH NATIONAL INSTITUTE OF RENEWABLE ENERGY

(An autonomous Institute of Ministry of New and Renewable Energy)

12 K.M. Stone, Jalandhar Kapurthala Road, Wadala Kalan, Kapurthala (Punjab)

LEAVE APPLICATION

Date:

1. Name of applicant :
2. Post held :
3. Department, Office and Section :
4. Pay :
5. House Rent and other Compensatory Allowances
drawn in the present post :
6. Nature and period of leave applied for and
date from which required :
7. Sundays and holidays, if any, proposed to be
Prefixed/ suffixed to leave :
8. Grounds on which leave is applied for :
9. Date of return from last leave, and the nature
and period of that leave :
10. I proposed/do not propose to avail myself of
Leave travel concession for the block
Years During the ensuring leave :
11. Addressing during leave period :

Signature of Applicant
(With date)

12. Remarks and/or recommendation of the
Controlling Officer :

Approved

Signature (with date)