

# REGIONAL CENTRE FOR BIOTECHNOLOGY

(NCR BSC, Faridabad-Gurgaon Expressway, Faridabad)

## APPLICATION FOR LEAVE

1. Name (In Block Letters) \_\_\_\_\_
2. Designation \_\_\_\_\_
3. LAB/Deptt \_\_\_\_\_
4. Basic Pay Rs. \_\_\_\_\_
5. Nature of Leave \_\_\_\_\_  
(Casual/Earned/Half Pay Leave/RH/Commutated Leave/Other)
6. Period of Leave From \_\_\_\_\_ To \_\_\_\_\_ (No. of Days) \_\_\_\_\_
7. Ground on which leave is applied \_\_\_\_\_
8. Leave Address \_\_\_\_\_
9. I propose/do not propose to avail  
Myself of LTC for the block year Yes \_\_\_\_\_ No \_\_\_\_\_ Year \_\_\_\_\_  
(If yes, LTC form may be enclosed)
10. I request for \_\_\_\_\_ Days  
Encashment of leave with LTC Yes \_\_\_\_\_ No \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant

Remarks by Recommending/Forwarding Authority

Date \_\_\_\_\_

Signature

### ADMINISTRATION DEPARTMENT CERTIFICATE REG. ADMISSIBILITY OF LEAVE

Certified that \_\_\_\_\_ (No. of days of CL/EL/HPL/RH/ and LTC (Block Year \_\_\_\_\_) is  
due as per leave/office records and encashment of \_\_\_\_\_ days leave may kindly be sanctioned.

**Section Officer/Admin Officer**

**Sanctioned/Not Sanctioned**

Registrar/Manager

Executive Director/ Competent Authority