



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RISHIKESH
LEAVE APPLICATION / STATION LEAVE / OFFICIAL DUTY FORM
 (Non-Faculty Group A/Group B/Group C)

Ref. No:

Employee Code No							
Name of Applicant							
Post held							
Pay Level							
Date of Appointment							
Department							
Period of leave		From		To			
Purpose / Reason of Leave							
Type of Leave (Tick the appropriate one)	Total No leave available	No. of Leave Demanded	No. of Leave Sanctioned	No of leave Balance	Remarks if any	Sign of Dealing Hand	
Casual Leave <input type="checkbox"/>					CORRECT		
RH <input type="checkbox"/>							
Earned Leave <input type="checkbox"/>							
HPL <input type="checkbox"/>							
Commuted Leave <input type="checkbox"/>							
Child Care Leave <input type="checkbox"/>					INCORRECT		
Paternity <input type="checkbox"/>							
Maternity Leave <input type="checkbox"/>							
Station Leave (Yes/No)							
Station Leave		From		To			
		After Office Hours <input type="checkbox"/>		Before Office Hours <input type="checkbox"/>			
Any Other Leave (please specify)							
Official Duty		From		To			
		DD MM YY		DD MM YY			
TICKET BOOKING REQUISITION (IF FINANCIAL ASSISTANCE)							
Travel Date	Originating Place	Destination Place	Flight No. /Train/Car*	Departure Date & Time	Arrival Date & Time		
*(Places connected by train sanctioned under SR-31)							
Sunday and Holidays, if any, proposed to be Prefixed / Midfixed / Suffixed to leave		Prefix _____ MidFix _____ Suffix _____					
LTC, if Any, Block Year		Yes <input type="checkbox"/>		Block year _____			
		No <input type="checkbox"/>					
Address during leave / duty period & Mobile No.							
Reliever Name:		Area		Signature			
		Clinical					
Department:		Administrative					

Date: DD MM YY

Signature of Applicant

Recommended / Not Recommended	Sanctioned / Not sanctioned
(Recommending Authority)	(Sanctioning Authority)
Concerned HOD	

OFFICE ORDER NO: 203/Leave/

Administrative Authority

Copy to: (i) PS to Director
 (ii) PA to DDA (iii) FA/Account Officer/Admin Officer