

**CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES**

Dahung::West Kameng District::Arunachal Pradesh-790116

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**(An Autonomous Body of the Ministry of Culture, Govt. of India)****(LEAVE APPLICATION FORM)**

<b>PARTICULARS</b>		<b>OFFICE REPORT</b>
1. Name of applicant:		<u>Statement of leave taken</u>
2. Designation:		<b>Kind of Leave</b> - <b>Leave Due</b>
3. Department/Section:		1. Casual/Compensatory:
4. Nature of Leave: (CL/EL/RHL/DL/Commutted Leave, etc.)		2. Earned/Medical :
5. Purpose of Leave:		3. RHL :
6. Period of leave required: From.....to.....		4. Extraordinary/Study :
Prefix/Suffix (If any) to be added.....		5. Maternity/Paternity :
7. Address where on leave: .....		6. Child Care/Duty :
M/No..... Date.....		Leave applied for is admissible/not admissible according to Rule.....
Signature of Applicant		<b>Dealing Asstt.</b>
<b>Forwarded By:</b>		Sanctioned/not granted/ referred to the Board of Management.
The concerned Head of the Dept./Section ..... with date: .....		<b>AAO</b>
In the absence of applicant who will look after his/her day to day work.		<b>Director</b>
<b>Signature of the concerned person with date</b>		

- Compensatory Leave is only for Non-Teaching Staff
- Compensatory Leave will not carry-forward for next year
- Festival scheduled by CIHCS and National Festival is not admissible in Compensatory Leave