**वैज्ञानिक और औद्योगिक अनुसंधान परिषद**

**अनुसंधान भवन, रफी मार्ग, नई दिल्ली - 110001**

**Council of Scientific and Industrial Research**

**Anusandhan Bhawan, Rafi Marg, New Delhi – 110001**

**अर्जित अवकाश की मंजूरी के लिए आवेदन**

**Application for grant of regular Leave**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | आवेदन की तिथि | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | Date of Application | | | | | | |  | | | | | | |
| 1. | नाम | |  |  | | | | | | | | | पदनाम | | |  |  | | | | | | | | | | |
|  | Name | | : |  | | | | | | | | | Designation | | | : |  | | | | | | | | | | |
| 2. | अवकाश | |  | | | | | दिनों के लिये तारिख | | | | | |  | | | | से | |  | | | | | | | |
|  | तरिख तक तथा दिनांक | | | |  | | | | | | | | | की पहले और | | | |  | | | | | | | | की बाद | |
|  | में जुड्ने वाले अवकाश कीअनुमति सहित चाहिये । | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Leave required for | | | | | | | |  | | | | | days from | |  | | | | | to | |  | | | | with |
|  | Permission to prefix | | | | | | | |  | | | | | | | and suffix | | | | |  | | | | | | |
| 3. | शहर छोड्ने कीअनुमति मांगी गई, | | | | | | | |  | | | | | | | नहीं मांगी गई | | | | | |  | | | | | |
|  | Permission for leaving station | | | | | | | | Requested | | | | | | | Not Requested | | | | | | | |  | | | |
| 4. | अवकाश लेने का कारण | | | | | | | |  | |  | | | | | | | | | | | | | | | | |
|  | Reasons for leave applied for | | | | | | | | : | |  | | | | | | | | | | | | | | | | |
| 5. | अवकाश के पहले अग्रिम वेतन चाहिये | | | | | | | | |  | | | | | | नहीं चाहिये | | | | | | | | |  | | |
|  | Leave Salary Advance | | | | | | | | Requested | | | | | | | Not Requested | | | | | | | | |  | | |
| 6. | अवकाश के दिनों में पता | | | | | | | |  | |  | | | | | | | | | | | | | | | | |
|  | Address while on Leave | | | | | | | | : | |  | | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | |  | | | | | | | |  | | | | | | | | |
|  |  | | | | | | | |  | |  | | | | | | | |  | | | | | | | | |
|  |  | | | | | | | |  | | आवेदक के हस्ताक्षर | | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | Signature of Applicant | | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | | | | | | | | | | | | |
| संस्तुति की गई | |  | | | | नहीं की गई | | | | | |  | | |  | | | | | | | | | | | | |
| Recommended | | | | | | Not Recommended | | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | |  | | | | | | | | | | | | |
| प्रभाग/शाखा के प्रमुख के हस्ताक्षर | | | | | | | | |  | | | | | | अनुभाग अधिकारी | | | | | | | | | | | | |
| Signature of HOD | | | | | | |  | | | | | | | | Section Officer | | | | | | | | | | | | |