**All India Institute of Medical Sciences, Bhubaneswar (Odisha)**

Sijua, Po:Dumuduma Bhubaneswar - 751 019 [www.aiimsbhubaneswar.edu.in](http://www.aiimsbhubaneswar.edu.in/)

Casual Leave (CL)/Restricted Holiday (RH) Application Form

To

AIIMS, Bhubaneswar

# Sub.:- Application for Casual Leave/ Restricted Holiday.

Permission to leave HQ required: [Yes/no]:

# R/Sir,

With due respect, I submit that I am unable to attend the office due to

from to

for days with permission to prefix suffix

. Kindly grant casual leave/restricted holiday for the above mentioned

period.

# Reliever’s Name: Designation: Sign.

**During above period, I shall be available in the following address (In case of leaving HQ):**

Mobile No. Telephone No.

**(Signature of Applicant)** Name of Applicant : Designation : Department :

# (Sanctioned/ Not Sanctioned)

**HoD Dept. of Signature:**

**CL and RH Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Casual Leave** | | | | **Restricted Holiday** |
| **CL 1** | **CL 2** | **CL 3** | **CL 4** | **RH 1** |
|  |  |  |  |  |
| **CL 5** | **CL 6** | **CL 7** | **CL 8** | **RH 2** |
|  |  |  |  |  |