

LEAVE APPLICATION – RESEARCH OFFICER

I

(To be submitted to the BIMRAD Office by the originator if the effecting dates is less than 5 working days from the date of signing).

1. Name in block capitals _____
 2. ID. No _____ Post _____
 3. Appt/Duties _____
 4. Particulars of leave requested:
 - a. Type and amount of leave requested _____
 - b. Date from which desired _____
 5. Special reasons, if any, for applying: _____
 6. Leave Address: _____
 - a. Tel No (if any):
 - b. Mobile No (if any):
 - c. Email (if any):
 7. Details of all leave availed if any in the current year _____
-

Date _____

Signature _____

II

1. Forwarded to consideration, leave recommended/not recommended.
2. Relief required/ not required.

Signature _____
Designation _____

III

Approved/ not approved.

Signature _____
Designation _____

LEAVE APPLICATION – IT ASSISTANT

I

(To be submitted to the BIMRAD Office by the originator if the effecting dates is less than 5 working days from the date of signing).

1. Name in block capitals _____
 2. ID. No _____ Post _____
 3. Appt/Duties _____
 4. Particulars of leave requested:
 - a. Type and amount of leave requested _____
 - b. Date from which desired _____
 5. Special reasons, if any, for applying: _____
 6. Leave Address: _____
 - a. Tel No (if any):
 - b. Mobile No (if any):
 - c. Email (if any):
 7. Details of all leave availed if any in the current year _____
-

Date _____ Signature _____

II

1. Forwarded to consideration, leave recommended/not recommended.
2. Relief required/ not required.

Signature _____
Designation _____

III

Approved/ not approved.

Signature _____

Designation _____