

APPLICATION FOR LEAVE

Note: To be completed in triplicate by locally engaged officers
To be addressed to the Permanent Secretary, Head of Department,
Head of division as appropriate

To:

Thru:
Thru:

Name: Designation
Present Salary pa. Department
Leave applied for days.
From to
Rate of leave entitlement days p.m. Date of appointment or last resumed duty
.....
Leave address
I wish to claim travel concession and I propose to travel by
I last claimed travel concession in (year)
Date
.....

Signature of Officer

SECTION II To be completed by Head of Unit

COMPUTATION OF LEAVE

	DAYS
Leave due in (year)
Less leave days taken
Balance

LEAVE AS COMPUTED ABOVE RECOMMENDED/APPROVED. **This application is in accordance with the leave roster.**

Computation checked and leave recorded by

Date
.....
Head of Unit

SECTION III

To
Your application for leave from to is approved/not approved (reason for not approving must be given.)

Date
.....
Permanent Secretary/Head of Department