KSRTC APPLICATION FOR LEAVE

KSRTC APPLICATION FOR LEAVE

PART-I	PART-I					
PART-I Name	Name					
Purpose	Suffixed Purpose Leave last taken Natureto					
Leave address	Leave address					
Station	Station					
Date Signature of applicant	Date Signature of applicant					
PART II Recommendation of Superior Signature Date Designation PTO for verification report & Sanction	PART II Recommendation of Superior Signature Date Designation PTO for verification report & Sanction					
KSRTC Unit/Office Memo No	KSRTC Unit/Office Memo No					
Nature period From To Holidays combined	Nature Period From To Holidays combined					
To Signature Design						

PART –III LEAVE ELIGIBILITY REPORT

PART –III LEAVE ELIGIBILITY REPORT

Calculation	Calculation
Certified that the applicant's eligibility for the leave has been	Certified that the applicant's eligibility for the leave has been

Certified that the applicant's eligibility for the leave has been verified with reference to his/her leave account and that he/she may be granted leave as follows

Certified that the applicant's eligibility for the leave has been verified with reference to his/her leave account and that he/she may be granted leave as follows

Nature	Period (days)	From	То	Holidays		Nature	Period (days)	From	То	Holidays

Estt.Clerk. JS AO/APO Estt.Clerk. JS AO/APO

PART-IV
Order of sanctioning authority:
Order of sanctioning authority:
Signature Date Designation Signature Date Designation