



Details of Long Leave						
S.no	Emp Code	Name	Nature Of leave	Period		Remarks
				From	To	

**NOTE:** The AO/Superintendent (Admin) may please ensure that personal data must be verified and tally with service book of the officer.

Dated:

Signature of the Employee

Dated:

Verified by: Signature of AO/DDO

Dated:

Counter-signed by: Signature of ADC/JC (P & V)

Name of the Officer:

Designation:

Commissionerate: