

**NATIONAL INSTITUTE OF PLANT GENOME RESEARCH**  
**New Delhi**

**Application for Leave**

1. Name of applicant : .....
2. Leave rules applicable : .....
3. Post held : .....
4. Pay : .....
5. House rent and other compensatory allowances : .....
6. Nature and period of leave applied for and date from which required. : .....
7. Ground on which leave is applied for : .....
8. Date of return from last leave and nature and period : .....
9. Address during leave period : .....  
.....  
.....

(Signature of the Applicant)

Date: .....

10. Remarks and/or recommendations of the Controlling Officer.

Signature: .....

Designation: .....

**Report on admissibility of leave:**

Certified that earned leave/half pay leave/commuted leave/extraordinary leave for ..... days  
from ..... To ..... admissible to ..... may kindly be  
allowed.

Signature: .....

Designation: .....

Date: .....