

**G.B. PANT INSTITUTE OF HIMALAYAN ENVIRONMENT & DEVELOPMENT  
KOSI-KATARMAL, ALMORA**

**APPLICATION FOR LEAVE**

1. Name ..... 2. Designation .....
3. Section/ Division .....
4. From ..... to .....
5. No. of days .....
6. Prefix ..... Suffix .....
7. Purpose of leave ..... Intervening .....
- .....
- Leave address .....
- .....
- .....
- Tel. Ph. No. if any .....
- .....

Signature

Dated .....

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Recommended/ Not recommended	Eligible	Granted/ Not granted
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(a) Days Leave  
balance in his/ her credit

Divisional Head

Administrative Officer  
In case of Group Head

DIRECTOR