



**Leave Application Form for Junior Resident (Non Academic)**

To,

.....

एम्स, रायपुर (छ.ग.)

AIIMS, Raipur (C.G.)

(उचित माध्यम द्वारा)

(Through proper channel)

**विषय :- अवकाश हेतु आवेदन पत्र।**

**Subject:- Application for leave .**

आदरणीय महोदय/महोदया,

निवेदन है कि, मैं.....कारण से दिनांक.....से.....

.....तक कुल ..... दिवस के लिए कार्यलय आने में असमर्थ हूँ। कृपया मुझे उपरोक्त अवधि के लिए

अवकाश देने की कृपा करे।

Respected Sir/Madam,

With due respect, I submit that I am unable to attend office due to .....from.....to .....for ..... days. Kindly grant me leave for the mentioned period.

मुख्यालय छोड़ने की अनुमति- हाँ/नहीं..... Permission to leave HQ required: Yes/No.....

उक्त अवधि में, मैं निम्न पते पर उपलब्ध रहूँगा (मुख्यालय छोड़ने की स्थिति में) / During above period, I shall be available in the following address .....

आवेदक का हस्ताक्षर/ Signature of Applicant:		निवारक का हस्ताक्षर: Signature of Reliever:	
आवेदक का नाम / Name of Applicant:		निवारक का नाम Reliever Name:	
पदनाम/Designation:		पदनाम/Designation:	
विभाग/ Department:		विभाग/ Department:	
मोबाइल नं./ Mobile No.		मोबाइल नं./Mobile No.	

**स्वीकृति Sanctioned ; / स्वीकृति नहीं Not sanctioned:**

विभागाध्यक्ष / HoD, .....हस्ताक्षर/ Signature:.....



जुनियर रेसीडेंट (नॉन आकेदमिक) अवकाश विवरण / **Leave Record of Junior Resident (Non Academic):**

प्रथम वर्ष / **1<sup>st</sup> year: (To be filled by Department)\***


**LWP Period (if any):-**


**Remark:-** During the term of employment, he/she will be entitled for leave as under:

- During tenure: 2.5 days leave, calculated on pro-rata basis (i.e. during the tenure, they will be sanctioned leave only on the basis of number of days that they have already earned).

**\*Please mention previous leave detail in the form.**