

**ICMR-NATIONAL INSTITUTE OF PATHOLOGY**  
**NEW DELHI**

**Application for Casual Leave/Compensatory Leave/Restricted Holiday**

1. Name :
2. Designation :
3. Nature of Leave :
4. Period of leave applied for and  
the date from which required :
5. Ground on which leave is applied for :
6. Remarks :

Dated:

(Signature)

Address during leave period

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Remarks/ Recommendations of Office-In-Charge:

Signature (with date)  
Designation

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**(For office use only)**

Total leave at the credit of the Employee :

Leave already availed (excluding the leave applied for) :

Balance at his/her credit :

Granted/Not Granted

For Director

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If any employee applied for compensatory leave s/he must mention the date of the holiday on which s/he has worked to avail of compensatory leave, for same. If any office order has been issued for the grant of compensatory leave, s/he may quote its numbers of & date.

Prior permission should invariably be obtained for leaving out of station if an employee wishes to leave the station during the leave period and the fact may be clearly stated in the Remarks column.