ICMR-HEAD QUARTERS CASUAL LEAVE / RH FORMAT

YEAR:

Name/Designation : Section/Division :

SINo.	Leave		Purpose of Leave CL/RH	Type of	Balance		Initial of Employee	Counter Signed by
	FROM	то	·	Leave	CL-8	RH-2		controlling Officer

Note:

- (1) All employees are requested to enclose this format along with Casual Leave/RH application. In the absence of the format, CL/RH shall not be sanctioned.
- (2) A copy of the format shall be kept with the Controlling Officer for record of CL/RH of officilas working under them.
- (3) Administration will record RH entry on the format , in case it is prefixed/suffixed with Earned Leave.