

S. E., S. E. C. & E. Co. Rlys' Co-Operative Credit Society Ltd.

H.O. : 93, CIRCULAR GARDENREACH ROAD, KOLKATA - 700043

APPLICATION FOR LEAVE

File No

Name of the Applicant

Designation P.F. A/c. No. Station

Nature of leave desired :-

Nature of Leave	No. of days	From	To
L A P			
L H A P			
Commuted			
L W P			
C L			
R H			
Special			

3) Reason of leave

4) Whether Medical Certificate attach (Yes / No)

5) Address while on leave

Date

Signature of the Applicant

ESTABLISHMENT SECTION LEAVE RECORD

Nature of Leave	No. of days	Leave Applied	Balance of leave if sanctioned
L A P			
L H A P			

LAP / LHAP / Commuted Leave / CL / RH

From to

is recommended.

Sub-Head

Accounts Manager

Branch Manager

Dy. Chief Manager

Leave sanctioned

Date

Signature.....

Date

Chief Manager