



Leave Application Form for Junior Resident (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 करें।

Respected Sir/Madam,

With due respect, I submit that I am unable to attend office due tofrom.....tofor 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**:.....



जूनियर रेसीडेंट (आकेदमिक) अवकाश विवरण / **Leave Record of Junior Resident (Academic):**

प्रथम वर्ष / **1st year: (To be filled by Department)***

द्वितीय वर्ष / **2nd year:**

तृतीय वर्ष / **3rd year:**

LWP Period (if any):-

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

- First year: 30 days leave, calculated on pro-rata basis (i.e. during the first year of their tenure, they will be sanctioned leave only on the basis of number of days that they have already earned).
- Second year: 36 days leave
- Third year: 36 days leave

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