

Radio Astronomy Centre

Tata Institute of Fundamental Research
P.O. Box-8, Ooty-643 001.

The Director

Date.....

Sir,

I wish to apply for _____ day's/days CASUAL LEAVE on/from _____ (FN/AN)

to _____ and/Special CL on _____ and _____

1) Name & ID No. : _____

2) Designation : _____ 3) Section RAC _____

4) Reasons for leave : _____

5) Leave due _____ + _____ days (CL+SPECIAL CL) as on _____

Signature of the Applicant

Recommending Authority

Sanctioning Authority
