



ICAR-Central Agroforestry Research Institute
Jhansi 284003, Uttar Pradesh

Proforma for Leave application for RA/SRF/JRF/others working in projects, etc and YP*

1. Name of the applicant:
2. Designation:
3. Project/Programme/Section Details
4. Purpose of the leave:
5. Period for which leave is required
From _____ (FN/AN) to _____ (FN/AN)
6. Nature of the leave (as per eligibility in projects concerned)
 - a. Casual leave:
 - b. Medical leave:
 - c. Leave without pay:
7. Total number of leave availed: ____ in this month and ____ in this financial year
8. Contact number and address during leave period:

Signature with date

Comments of the Project Investigator (PI):

Signature of the PI

Comments of the Programme Leader (PL):

Signature of the PL

Approved / Not approved

Director

*Leave of absence to be reported/recorded by the PI/Reporting Officer concerned for those who do not have leave entitlement