

# कोलकाता पत्तन न्यास / KOLKATA PORT TRUST

## आकस्मिक अवकाश हेतु आवेदन पत्र / Application for Casual Leave

आवेदक :

Applicant :

विभाग / Department :

पद :

Designation :

मूल वेतन / Pay: ₹..... मासिक / per month नियुक्ति की तिथि / Date of Appointment:

अवकाश की अवधि / Period of leave applied for (dates):

अवकाश लेने का कारण / Ground on which the leave is applied for :

Previous Casual Leave Since 1<sup>st</sup>. January 2013 : .....days)

Recommended

Sanctioned

Total : ..... Days

Date :

.....  
Head of Section

.....  
Head of Department

.....  
Signature of Applicant