

KSRTC
APPLICATION FOR LEAVE

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APPLICATION FOR LEAVE

PART-I

Name.....
 Staff No.....
 Designation.....
 Office.....
 Nature of appt. Permt/Temp/Acting/Conty.DW
 Pay:Rs. Scale Rs.....
 Leave required Nature.....
 From..... to.....

 Holidays Prefixed.....
 Suffixed.....
 Purpose.....
 Leave last taken Nature.....
 FromTo.....
 Leave address
 Station.....
 Date..... Signature of applicant

PART-I

Name.....
 Staff No.....
 Designation.....
 Office.....
 Nature of appt. Permt/Temp/Acting/Conty.DW
 Pay:Rs. Scale Rs.....
 Leave required Nature.....
 (From.....to.....)

 Holidays Prefixed.....
 Suffixed.....
 Purpose.....
 Leave last taken Nature.....
 From.....to.....
 Leave address.....
 Station.....
 Date..... Signature of applicant

PART II

Recommendation of Superior

Signature Date Designation

PTO for verification report & Sanction

PART II

Recommendation of Superior

Signature Date Designation

PTO for verification report & Sanction

KSRTC Unit/Office
 Memo No..... .dt.....201..
 Sri/Smt/.....
 Staff No.....Designation.....
 Office.....Section.....

Nature	period	From	To	Holidays combined

To
 Signature.....
 Design.....

KSRTC Unit/Office
 Memo No..... .dt.....201..
 Sri/Smt/.....
 Staff No.....Designation.....
 Office.....Section.....

Nature	Period	From	To	Holidays combined

To
 Signature.....
 Design.....

