



**REST & RECREATION LEAVE FORM**

**Name & Designation** :- \_\_\_\_\_

**Leave required from** :- \_\_\_\_\_ **to** \_\_\_\_\_

**Leave already taken** :- \_\_\_\_\_

**Purpose of leave** :- \_\_\_\_\_

**Address while on leave** :- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

**Recommended by** :- \_\_\_\_\_

**Sanctioned by** :- \_\_\_\_\_

**Noted and Returned** :- \_\_\_\_\_