



**CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES**  
 Dahung::West Kameng District::Arunachal Pradesh-790116  
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 (An Autonomous Body of the Ministry of Culture, Govt. of India)



**(LEAVE APPLICATION FORM)**

PARTICULARS	OFFICE REPORT
1. Name of applicant:	<b>Statement of leave taken</b>
2. Designation:	<b>Kind of Leave          -          Leave Due</b>
3. Department/Section:	1. Casual/Compensatory:
4. Nature of Leave: (CL/EL/RHL/DL/Commutated Leave, etc.)	2. Earned/Medical          :
5. Purpose of Leave:	3. RHL                                  :
	4. Extraordinary/Study :
	5. Maternity/Paternity          :
	6. Child Care/Duty          :
6. Period of leave required: From.....to.....	
Prefix/Suffix (If any) to be added.....	Leave applied for is admissible/not admissible according to Rule.....
7. Address where on leave: ..... M/No..... Date.....	.....
Signature of Applicant	<b>Dealing Asstt.</b>
<b>Forwarded By:</b>	Sanctioned/not granted/ referred to the Director.
The concerned Head of the Dept./Section ..... with date: .....	<b>AAO</b>
In the absence of applicant who will look after his/her day to day work.	<b>Director</b>
<b>Signature of the concerned person with date</b>	

- Compensatory Leave is only for Non-Teaching Staff
- Compensatory Leave will not carry-forward for next year
- Festival scheduled by CIHCS and National Festival is not admissible in Compensatory Leave