**भा.कृ.अनु.प. – राष्ट्रीय कृषि आर्थिकी एवं नीति अनुसंधान संस्थान (नीपा), देव प्रकाश शास्त्री मार्ग, पूसा, नई दिल्ली – 110012**

**ICAR – National Institute of Agricultural Economics & Policy Research (NIAP) Dev Prakash Shastri Marg, Pusa, New Delhi – 110 012**

**URL:** [**https://niap.res.in/**](https://niap.res.in/)

**Casual Leave Application Form**

1. Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Nature of Leave: Casual Leave

5. Number of Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Period (from \_\_\_\_ to \_\_\_\_): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Reason for Leave: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Address During Leave: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Declaration:

I declare that I have not availed any leave other than the one mentioned above and that no casual leave in excess of the permissible limit shall be availed.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Office Use Only:

Number of casual leaves already taken during the year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance of casual leave available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Office In-Charge/Supervisor

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_