

INDIAN COUNCIL OF HISTORICAL RESEARCH

35, Ferozeshah Road, New Delhi-110001

Application Form for leave other than Casual Leave

- 1 Name
- 2 Designation
- 3 Nature and period of leave applied for and date from which required
- 4 Closed holidays/ Sundays, if any proposed to be prefixed/ suffixed
- 5 Grounds on which leave is applied for
- 6 Leave address
- 7 Whether advance of leave salary required
- 8 Whether L.T.C. is required
If yes, indicate:
 - i. Home town/ declared place of visit with nearest rail-head (in capitals) with **one way rail fare**
 - ii. Block years
 - iii. Details of Family members with their ages:
- 9 Whether advance of LTC required
If yes, the amount of advance
- 11 Whether encashment of leave required
If yes, then number of days for which encashment is required

I hereby undertake that :-

- i. In case the outward journey does not commence within one month from the date of drawal of the advance, the advance thus drawn will be refunded to the ICHR.
- ii. The LTC claim will be got adjusted within one month from the date of completion of inward journey.
- iii. In case the return journey is not completed within three months of the outward journey, half of the advance drawn for self or family will be refunded to the ICHR.
- iv. In the event of failing to comply with the above. I authorize the Director (R&A), ICHR to make recovery of the said advance of one lump sum from my salary bill without prejudice to any disciplinary action that may be taken me.

Signature of applicant
(with date)

Remarks and/ or recommendation of
the officer/ Unit-in-charge

FOR USE OF ADMINISTRATION SECTION)

Leave applied for is due and may be sanctioned as in the fair office order put up for signatures. Entries in the Service Book and leave account may kindly be attested.