



Tata Steel Zoological Society & Zoological Park
Leave Application Form

Name of employee: _____

Designation : _____

Type of Leave(s) applied for : Casual (CL) Privilege (PL) Festival Leave (FL) SL/Other

From _____ to _____ No. of Days _____

Reason(s) for leave : _____

Leave address & Phone nos. : _____

Date : _____ Signature _____

Charge handed over to (in consultation with reporting officer/ Head of Division):

Name & Designation : _____

Date : _____
(Signature of person to whom charge is handed)

To be filled by Society / Zoo Office

Eligibility details prior to above leave requisition CL / PL SL FL

Verified by Admn. Asstt.: _____ Date: _____
(Signature)

Forwarded for approval (Signature of reporting officer)

Recommended / Not Recommended (Please state reason)

Signature of Head of Division (Date)

Approved / Not Approved by Director : _____
(Signature)



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