

**KSRTC  
APPLICATION FOR LEAVE**

**KSRTC  
APPLICATION FOR LEAVE**

**PART-I**

Name.....  
 Staff No.....  
 Designation.....  
 Office.....  
 Nature of appt. Permt/Temp/Acting/Conty.DW  
 Pay:Rs.                      Scale Rs.....  
 Leave required      Nature.....  
                                     From..... to.....  
  
 Holidays      Prefixed.....  
                                     Suffixed.....  
 Purpose.....  
 Leave last taken      Nature.....  
                                     From ..... To.....  
 Leave address .....  
 Station.....  
 Date.....                      Signature of applicant

**PART-I**

Name.....  
 Staff No.....  
 Designation.....  
 Office.....  
 Nature of appt. Permt/Temp/Acting/Conty.DW  
 Pay:Rs.                      Scale Rs.....  
 Leave required      Nature.....  
                                     (From.....to.....)  
  
 Holidays      Prefixed.....  
                                     Suffixed.....  
 Purpose.....  
 Leave last taken      Nature.....  
                                     From.....to.....  
 Leave address.....  
 Station.....  
 Date.....                      Signature of applicant

**PART II**

Recommendation of Superior

Signature              Date              Designation

PTO for verification report & Sanction

**PART II**

Recommendation of Superior

Signature              Date              Designation

PTO for verification report & Sanction

KSRTC Unit/Office  
 Memo No..... .dt.....201..  
 Sri/Smt/.....  
 Staff No.....Designation.....  
 Office.....Section.....

Nature	period	From	To	Holidays combined

KSRTC Unit/Office  
 Memo No..... .dt.....201..  
 Sri/Smt/.....  
 Staff No.....Designation.....  
 Office.....Section.....

Nature	Period	From	To	Holidays combined

To  
 ..... Signature.....  
 ..... Design.....

To  
 ..... Signature.....  
 ..... Design.....

