

General Circular No.3 of 1990**APPLICATION FOR LEAVE REST**

To:

(Head of Division / Unit)

I request permission for a leave from the day

* From / at * to / and

Posts **

Alternate Name:

Signature of Applicant:

Signed by:

Full Name:

Designation:

Date:

To: -

(Approving Officer Holidays)

* Leave applications on supported / not supported.

Date:

.....
Signature of Head of Division / Unit

Break application on approved / not approved.

Date:

.....
Signature Peg. Who approve Holidays***(For Office Use)***Applicants Holidays day remaining. *(Filled and ringkas addressed before submission form to the applicant).*Applicants are told and recorded. *(This must be approved after the holidays).*

Date:

.....
Administration Official

Note: * Delete whichever is inapplicable.

** Details of leave taken.

*To Applicant)*Leave Application sir / madam has been approved for day
from * to / and leave the remaining day......
Administration Official