

APPLICATION FOR LEAVE

Note: To be completed in triplicate by locally engaged officers.
To be addressed to the Permanent Secretary/Head of Department/Head of Division as appropriate.

To.....

.....

.....

Thru.....

Thru.....

Name..... Designation.....

Present salary Shs..... p.a. Department.....

Leave applied fordays.

From.....to.....

Rate of leave entitlement.....days p.m. Date of appointment or last resumed duty.....

Leave address.....

I wish to claim travel concession and I propose to travel by.....

I last claimed travel concession in (year).....

Date.....
Signature of officer

SECTION 11 To be completed by Head of Unit
COMPUTATION OF LEAVE

	DAYS
Leave due in (year).....
Less leave days taken
Balance

LEAVE AS COMPUTED ABOVE RECOMMENDED/APPROVED. This application is in accordance with the leave roster.

Computation checked and leave recorded by.....

Date.....
Head of Unit

SECTION 111

To

Your application for leave from.....to.....is approved/not approved
(reasons for not approving must be given)

Date.....
Permanent Secretary/ head of Department

GPRU- (LITHO).