

**CASUAL LEAVE APPLICATION FORM**  
**Institute of Bioresources and Sustainable Development (IBSD), Imphal**

To

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.....

Sub: Casual Leave for .....days

Sir

1. I am to request you to kindly grant me Casual Leave for .....days on/from.....  
to ..... on account of.....  
.....  
.....

2. Certified that leave applied for is due to me and up-to-date. I availed of .....days  
Casual Leave

3. My address during the leave is as below :

.....  
.....  
.....

Yours faithfully

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4. Permission to leave station is/is not applied.

5. Leave Account checked and..... days of Casual leave is in credit before deducting  
above leave.

Signature of Management Assistant

6. Comment and signature of Administrative Officer

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7. Approval of Sanctioning authority

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