

Annexure II

**Application form for availing Sabbatical Leave in case of regular
employees**

(Application must be forwarded through proper channel to the Authority
specified in Clause 3 of the Sabbatical Leave Policy)

1 Name :

2 Designation :

3 GPF/CPF No. :

4 Department :

5 Basic Pay: Rs.

6 Date of joining :

8 Date from which applicant is willing to proceed on Sabbatical Leave:

9 Period of Sabbatical Leave required :

10 Reason/s for availing Sabbatical Leave :

11. Address during Sabbatical Leave:

(Signature of employee with date)

Recommendations of the concerned HOD:

(Signature of HoD with date)