

**SOUTH EASTERN COALFIELD LIMITED**  
**BILASPUR (C.G)**

01. Name of the Applicant .....

02. Designation .....

03. Department .....

04. Leave Required on .....

For ..... day/ days.

05. Nature of leave .....

06. Whether leave is in credit Yes/ No

07. Purpose of leave .....

Signature of Applicant

Date .....

Recommended

Signature of recommending authority

Designation .....

Date: .....

Signature of sanctioning authority

Designation .....

Date : .....