

Leave Format

Bihar Council on Science & Technology ,Patna, Bihar
(Science Technology & Technical Education Department)
IGSC- Planetarium Complex Adalatganj Bailey Road Patna-800001
Email- pd@bcst.org.in

1. Name : _____
2. Designation: _____
3. Leave Type: _____
4. Date: _____
5. Reason For Leave: _____
6. Address while on Leave: _____
7. Contact Number : _____
8. If You are taking Compensatory Leave then
write letter or date on which behalf you are : _____
taking the CCL:

Signature of Employee

Project Director
(Bihar Council On Science & Technology)

Note:

Types Of Leave:

CL: Casual Leave; PL: Privilege Leave; RH: Restricted Holiday Leave; ML: Medical leave; EL: Earned Leave; MT: Maternity/Paternity Leave; AL: Abortion Leave; SL: Sick Leave; SLP: Special Leave; CLP: Compensatory Leave; EDL: Education Leave; SV: Summer Vacation; WV: Winter Vacation; CH: College Holiday; EOL: Extra Ordinary Leave; HPL: Half Pay Leave OT: On Tour; OD: Out Duty; OFD: On Field Duty