

Leave Application Form

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

Used CL:
Remaining CL:
Used RH:
Remaining RH:

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 no. 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

