

**SPECIMENS FORM OF APPLICATION FOR**  
**EARNED LEAVE ABROAD 2019**

02. Date of Birth :.....
03. Designation :.....
04. Present place of work :.....
05. Date of Appointment to Present Grade :.....
06. Specialty if any and date of Appointment to it :.....
07. Details of leave out of the Island availed of with  
dates, period and the purpose :.....
08. a) Period of leave now applied for with probable  
dates of commencement :.....
- b) Purpose of which the leave is to be  
available of :.....
09. Contact No. :.....
10. Any Special Claims :.....

**Date:**.....

.....  
**(Signature of Applicant)**

Recommendation of the Head of Institution.

**Date:**.....

.....  
**(Signature of the Head of Institution)**

Recommendation of the Head of the Decentralized Unit.

**Date:**.....

.....  
**(Signature of the Head of the Decentralized Unit)**