

**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:**.....

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**(Signature of Applicant)**

Recommendation of the Head of Institution.

**Date:**.....

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

Recommendation of the Head of the Decentralized Unit.

**Date:**.....

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