



**SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY [SETS]**

**LEAVE APPLICATION**

<b>Name</b>	
<b>Code</b>	
<b>Unit</b>	
<b>Designation</b>	
<b>From/on</b>	
<b>To</b>	
<b>No. of days (in words)</b>	
<b>Type of Leave (CL/SL/EL/RH)</b>	
<b>Purpose of leave</b>	
<b>Address while on leave</b>	
<b>Filled by Personnel Section</b>	
EL/CL/SL Leave Eligible	
Leave availed (Including this leave)	
Balance	
Initials of Official in Personal Section	

Signature of Applicant

Date

Recommended

Sanctioned