ESTABLISHMENT CIRCULAR NO. 08/2015

The application for Casual Leave/Restricted Holiday has been uploaded in the website of Cochin commissionerate - www.cenexcisekochi.gov.in.

All the officers are directed to submit their CL/RH requests using this application in future.

To

1. The Commissioner (Appeals), Headquarters Cochin.
2. The Additional Commissioner (CCO), Headquarters Cochin.
3. The JC/DC/AC in charge of divisions under Cochin commissionerate.
4. All Section Heads in Headquarters Cochin.
5. The Superintendent (EDP) for uploading in website.
6. Notice Board, Hqrs Cochin
APPLICATION FOR CASUAL LEAVE/RESTRICTED HOLIDAY

Employee Code No.: 

Name of the Applicant: 

Post Held: 

Division/Section/Unit: 

Nature of Leave: 

No. of Days C.L./R.H.: 

Period: 

Purpose: 

Whether Station Leave Permission is Required: 

Address During the Leave Period: 

Dated: 

(signature) 

Controlling Officer: 

Remarks if any: