**TRANSMISSION CORPORATION OF TELANGANA LIMITED**

**VIDYUT SOUDHA : : HYDERABAD-500 082.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1) | Name of the Applicant | : |  |
| 2) | Employee ID No. | : |  |
| 3) | Leave Rules Applicable | : |  |
| 4) | Post held | : |  |
| 5) | Office & Section | : |  |
| 6) | Pay (Basic) | : |  |
|  | Special Pay | : |  |
|  |  F.D.A. | : |  |
|  |  C.C.A. | : |  |
|  |  H.R.A. | : |  |
|  |  **Total** |  |  |
| 7) | Nature of the leave and grounds on which leave is applied for | : |   |
| 8) | Period of leave applied for and date as on which required | : |  |
| 9) | Leave Address | : |  |

DATE:

 SIGNATURE OF THE APPLICANT

10) Remarks and recommendations

 of the Controlling Officer :

 SIGNATURE WITH DATE

 DESIGNATION & STAMP