



**Tata Steel Zoological Society & Zoological Park**  
**Leave Application Form**

Name of employee:

Designation :

Type of Leave(s) : Casual (CL)/ ☐ Festival ☐ SL/Other ☐  
applied for Privilege (PL) ☐ Leave (FL) ☐

From \_\_\_\_\_ to \_\_\_\_\_ No. of Days \_\_\_\_\_

Reason(s) for leave :

Leave address & Phone nos. :

Date : \_\_\_\_\_ Signature \_\_\_\_\_

**Charge handed over to (in consultation with reporting officer/ Head of Division):**

Name & Designation : \_\_\_\_\_

Date : \_\_\_\_\_  
(Signature of person to whom charge is handed)

**To be filled by Society / Zoo Office**

Eligibility details prior to above leave requisition CL / PL ☐ SL ☐ FL ☐

Verified by Admn. Asstt.: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**Forwarded for approval ( Signature of reporting officer)**

**Recommended / Not Recommended** (Please state reason)

\_\_\_\_\_  
Signature of Head of Division (Date)

**Approved / Not Approved by Director :** \_\_\_\_\_  
(Signature)



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