

APPLICATION FOR PERMISSION TO WEEKEND DAYS AND PUBLIC HOLIDAYS

1. Name of the officer

2. Designation

3. Date on which permission is required to work

4. Nature of work to be performed on these dates in details

5. In this Department routine work?

6. Why this work cannot be done on normal working days?

7. Particulars of leave taken during the month up to the date of this application

casual	vacation	Duty

8. Are you receiving any acting salary / Additional allowance / Additional remuneration monthly? If so details

9. Do you require holiday pay / Lieu leave?

I hereby certify that the above work necessitates to be performed on the above dates / these works are not my routine work

Date:

Signature of Applicant

Above request is approved / Not approved

District Secretary / Government Agent
Mannar

Date: