

APPLICATION FOR PERMISSION TO WEEKEND DAYS AND PUBLIC HOLIDAYS

01. Name of the officer

02. Designation

03. Date on which permission is required to work

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

05. In this Department routine work?

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

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

casual	vacation	Duty

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

09. 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

Recommended / Not recommended

Signature of the Officer in Charge
/ Branch Head

Date:

Above request is approved / Not approved

District Secretary / Government Agent
Mannar

Date: