

APPLICATION FOR LEAVE / EXTENSION OF LEAVE

1. Name of the applicant :
2. Post held :
3. Department, Office and Section :
4. Pay :
5. House Rent and other compensatory Allowances drawn in the present post:
6. Nature and period of leave applied for
And date from which required :
7. Sundays and holidays, if any, proposed
To be prefixed/ suffixed to leave :
8. Ground on which leave is applied :
9. Date of return from last leave and the
Nature and period of that leave :
10. I propose/do not propose to avail myself
Of Leave Travel Concession for the block years:
11. Address during leave period :

Signature of the Applicant

12. Remarks and / or recommendation
Of the Controlling Officer

Signature & Designation