

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

- 01. Name of applicant. :
- 02. Post held. :
- 03. Department, Office and Section. :
- 04. Pay. :
- 05. House rent and other compensatory :
allowances drawn in the present post.
- 06. Nature and Period of leave applied for :
and date from which required.

- 07. Saturdays, Sundays and holidays if :
any, proposed to be prefixed /
suffixed to leave.

- 08. Ground on which leave is applied for. :

- 09. 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 year..... during
the ensuing leave.
- 11. Address during leave period. :

SIGNATURE OF APPLICANT
(with date)

- 12. Remarks and / or recommendation of :
the Controlling Officer.

SIGNATURE (with date)
Designation: