

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