

(FORM)
(See Rule 14)

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name : _____
2. Post held : _____
3. Deptt./Office/Section : _____
4. Pay : _____
5. House rent & other compensatory Allowances drawn in the previous : _____
6. Nature & Period of leave applied : _____

7. Sunday & 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 & period of that leave : _____
10. I proposed/do not proposed to avail myself to leave travel concession for the block year _____ during the ensuing leave.
11. Address during leave period : _____

Dated _____

Signature of applicant

12. Remarks/recommendation of Controlling officer.

Signature (with date)
Designation