

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of the Applicant :
2. Post Held :
3. Department, Office and Section :
4. Basic Pay :
5. House rent and other compensatory Allowance drawn in the present posts :
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 in applied for :
9. Date of returns from last leave, :
10. I proposed/ do not proposed to avail myself of leave travel concession for the Block years-----during the ensuing leave.
11. Address during leave period : -----

12. In the event of my resignation or voluntary retirement from service. I undertake to refund :
 - i) the difference between the leave salary drawn during “ Commuted leave” and that admissible during half-day leave, which would not have been admissible and subrule (I) of rule 30 not been applied.
 - ii) the leave salary drawn during “ Leave not Due” which would not have admissible has sub-rule (I) of rule 31 not been applied

* Score out whatever be not applicable.

Signature Applicant with date.

13. Remarks and/or recommendation of the Controlling Officer.

Signature (with date)
