APPLICATION FOR LEAVE/EXTENSION OF LEAVE

1. Name of applicant : 
2. Post held : 
3. Department, Office and Section : 
4. Pay : 
5. House rent and other compensatory allowance drawn in the present post : 
6. Nature and period of leave applied for and date from which required : 
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 nature and period of that leave : 
10. I propose/do not propose to avail myself of leave travel concession for the block years _______________ during the ensuing leave : 
11. Address during the leave period : 
12. In the event of my resignation or voluntary retirement from service I undertake to return:-
   1) the difference between the leave salary drawn during commuted leave and that admissible during half-pay leave, which would not have been admissible and had sub-rule(1) of Rule 30 not been applied.
   2) the leave salary drawn during ‘leave not due’ which would not been admissible and sub-rule (1) of rule 31 not been applied.

   (Strike out whatever be not applicable)

Signature of applicant (with date) _

13. Remarks and/or recommendations of the controlling officer

Signature (with date)
Designation: