

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 have been admissible and sub-rule (1) of rule 31 not been applied.

(Strike out whatever be not applicable)

13. Remarks and/or recommendations of the controlling officer
- Signature of applicant
(with date)_

Signature (with date)
Designation: