

APPLICATION FOR LEAVE SALARY ADVANCE

1. Name :
2. Designation :
3. Office/Section to which attached :
4. Basic Pay :
5. Nature & period of leave sanctioned and
Sanction order No. & date :
6. Total Pay and allowances entitled i.e.,
Pay, D.A. H.R.A. C.C.A., etc., per
mensem :
7. Total recoveries per mensem :
8. Amount applied for :

I declare that the particulars furnished above are correct.

Station:

Signature of the Government
servant

Date: