

## **APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE**

1. Name	<input type="text"/>
2. Post held	<input type="text"/>
3. Department, Office and Section	<input type="text"/>
4. Pay	<input type="text"/>
5. House rent and other compensatory allowances drawn in the present post	<input type="text"/>
6. Nature and period of leave applied for and date from which required	<input type="text"/>
7. Sunday and holidays, if any, proposed to be prefixed / suffixed to leave.	<input type="text"/>
8. Ground on which leave is applied for	<input type="text"/>
9. Date of return from last leave and the nature and period of that leave	<input type="text"/>
10. Propose / do not propose to avail myself of leave travel concession for the block years during the ensuing leave	<input type="text"/>
11. Address during leave period	<input type="text"/>

Signature of applicant  
with date

12. Remarks / Recommendation of the Controlling Officer.

Signature ( with date)  
Designation