

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name
2. Post held
3. Department, Office & Section
4. Pay
5. House rent and other compensatory allowance drawn in the post
6. Nature & Period of leave applied for and date from which required
7. Sundays, Saturdays & Holidays if any, proposed to be prefixed/suffixed to leave.
8. Ground on which leave is applied for.
9. Date of return from last leave & nature of period of leave.
10. I propose/do not propose to avail myself of leave travel concession for the block years during the ensuring leave.
11. Address during leave period

**Signature of the applicant
With date**

12. Remark/recommendation of the Controlling Officer.

**Signature applicant (with date)
Designation**