

GOVERNMENT OF INDIA
NATIONAL COMMISSION FOR SCHEDULED CASTES
APPLICATION FOR LEAVE

1. Name of applicant :
2. Post held :
3. Department, Offices and Section :
4. Pay Band and Grade Pay :
5. House Rent and other Compensatory allowances drawn in the present post :
6. Nature and period of leave applied for and date from which required :
7. Sunday and holidays, if any, proposed to be prefixed/suffixed to leave :
8. Grounds on which leave is applied for :
9. Date of return from last leave, and the 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 leave period :

Signature of Applicant
(with date)

12. Remarks and/or recommendation of the Controlling Officer :

Signature (with date)
Designation