

FORM OF APPLICATION FOR LEAVE

1. Name of applicant :
2. Leave Rules applicable :
3. Post Held :
4. Officer & Section :
5. Basic Pay :
6. House Rent allowance, City allowance, Conveyance allowance other compensatory allowances drawn in the present post :
7. Nature and period of leave applied for and date from which required
8. Sundays and Holidays, if any Proposed to be prefixed/Suffixed to leave :
9. Ground on which leave is applied For :
10. Leave Address :
11. Date of return from last leave, and the nature and period of that leave :

SIGNATURE OF APPLICANT
(with date)

12. Remarks and recommendations of the controlling officer :

SIGNATURE (with date)
Designation:

