

APPLICATION FOR EARNED LEAVE/EXTENSION OF LEAVE

1. Name of the Applicant

2. Post held

3. Deptt. Office & Section

4. 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. Sundays and Holidays if
any, prposed to be pre-
fixed 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. Propose/do not propose
to avail myself of leave
travel concession for the
block year during the
ensuring leave

Block year

11. Address during leave
Period

Signature of the applicant (with date)

12. Remarks and /or the recommendation
Of the controlling officer

Signature (with date and designation)