

## APPLICATION FOR LEAVE/EXTENSION OF LEAVE

(See Rule 14)

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1. Name of the applicant :
2. Post held :
3. Department/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. Sunday/Holiday, if any proposed to prefix/suffix to leave Sunday :
8. Ground on which leave is applied :
9. Date of return from last leave and nature and period of that leave :
10. I propose/do not propose to avail myself of leave travel concession for the block \_\_\_\_\_ during the ensuing leave :
11. Address during the leave period :
12. In the event of my resignation or voluntary retirement from service I undertake to refund :
13. The difference between the leave salary drawn during commuted leave and the admissible during the half leave; which would not have been admission and sub-rule (1) of rule 30 not been applied :
14. The leave salary drawn during leave not due which should have been admissible has Sub-rule (1) or rule 31 not been :

Signature of the applicant

Remarks and recommendation of controlling officer

Signature of the controlling officer