

**APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE**

1. EMPLOYEE CODE NO. :
2. NAME OF APPLICANT :
3. POST HELD :
4. SECTION/DIVISION :
5. INTERCOM/TELEPHONE NO. :
6. BASIC PAY :
7. HOUSE RENT AND OTHER COMPENSATORY ALLOWANCES DRAWN IN THE PRESENT POST:
8. NATURE OF LEAVE :
9. PERIOD OF LEAVE APPLIED  
FROM :  
TO :
10. SATURDAY, SUNDAY & HOLIDAY, IF ANY PROPOSED TO BE PREFIXED / SUFFIXED TO LEAVE :
11. GROUND ON WHICH LEAVE IS APPLIED FOR :
12. DATE OF RETURN FROM LAST LEAVE & THE NATURE AND PERIOD OF THAT LEAVE :
13. I PROPOSE/ DO NOT PROPOSE TO AVAIL L.T.C. FOR THE BLOCK YEAR FOR MYSELF :
14. ADDRESS DURING LEAVE PERIOD :

REMARKS AND/OR RECOMMENDATION  
OF THE CONTROLLING OFFICER

SIGNATURE OF APPLICANT (With Date)  
NAME OF SECTION/DIVISION & ADDRESS

SIGNATURE OF THE CONTROLLING OFFICER  
DESIGNATION  
INTERCOM/TELEPHONE NO

E-mail

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Note: Applicant is requested to submit Joining Report through his/her Controlling Officer after Resuming duty on A4 size paper only