

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of applicant :
2. Post held :
3. Department or Office and 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, 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 :
12. In the event of my resignation or voluntary retirement from service, I undertake to refund—
 - (i) the difference between the leave salary drawn during commuted leave and that admissible during half-pay leave, which would not have been admissible had sub-rule (1) of rule 30 not been applied.
 - (ii) the leave salary drawn during leave not due which would not have been admissible had sub-rule (1) of rule 31 not been applied.

Date :

Signature of applicant