

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

Recommendation of immediate Superior

Signature
Name:
Designation:

Signature
Name:
Designation: