

**APPLICATION FOR LEAVE OR EXTENTION OF LEAVE**

1. Name of applicant :
2. Post held :
3. Department of Office and Section :
4. Pay : Rs.
5. House-rent and other compensatory allowance, drawn in the present post : Rs.
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 concessions 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