

**FORM OF APPLICATION FOR LEAVE**

**NOTE**--Items 1 to 11 must be filled in by all applicants whether gazetted or non-gazetted . Items 12 may be filled in only when it is applicable to the Government servant concerned.

- 1. Name of Applicant .....
- 2. Leave Rules applicable .....
- 3. Post held .....
- 4. Department office and Section .....
- 5. Pay .....
- 6. House rent allowance, conveyance allowance or other compensatory allowance drawn in the present post. ....
- 7. Nature and period of leave applied for and date from which r/equired.. .....
- 8. Sunday and holiday, if any, proposed to be prefixed/suffixed to leave. ....
- 9. Ground on which leave is applied for. ....
- 10. Date of return from last leave and the nature and period of that leave. ....
- 11. Leave address, if granted .....
- 12. I propose/do not propose to avail myself of leave travel concession for the block year..... during the ensuing leave. ....

Signature (with date) of the applicant.

- 13. Remarks and / or recommendation of .....  
the controlling officer.

Signature (with date) of designation.

- 14. \*Orders of the sanctioning authority.....

Signature (with date) and designation.

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\* If the applicant is drawing any compensatory allowance, the sanctioning authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying similar allowance.  
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