

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE**

Application for leave or for extension of leave

1. Name of Applicant :
2. Post held :
3. Department, Office & Section :
4. Pay :
5. House rent & other compensatory allowances drawn in the present post :
6. Nature & period of leave applied for and date from which required :
7. Sunday & holidays, if any proposed to be prefixed/suffixed to leave :
8. Ground on which leave is applied for :
9. Date of return from last leave and the nature & period of that leave :
10. I propose/do not propose to avail myself of leave concession travel for the block year _____ 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. The differences between the leave salary drawn between the leave salary drawn during half-pay leave which should not have been admissible and Subrule (1) or rule 30 not been applied.

The leave salary during leave not due which would not have been admissible and sub-rule (1) of rule 31 not be applied.
13. Remarks/recommendation of the controlling Officer

(Signature of the Applicant)

(Signature & Designation)