

Application for Earned/Commuted Leave

NOTE—(Items 1 to 10 must be filled by the Applicant)

1. Name of the Applicant :
2. Leave Rules Applicable :
3. Post held :
4. Name of the Section :
5. Scale of pay :
6. Sundays and holidays, if any proposed to be Prefixed/suffixed to leave :
7. Nature and period of leave applied for and date from which required :
8. Ground on which leave is applied :
9. Date of return from last leave and the nature and period of that leave :
10. Address during leave :
11. Certified that this is the minimum period of Leave required by me :

(Signature of the Applicant with date)

FOR OFFICE USE

Recommendation by the officer-in-charge.

Remarks by sanctioning authority.