

EARNED LEAVE APPLICATION FORM

- 1 Name of Applicant
- 2 Leave Rules applicable:
- 3 Pay:
- 4 Post held:
- 5 Department, Office & Section:
- 6 House Rent Allowance, Conveyance allowance or other Compensatory allowance drawn in the present post:
- 7 Nature & Period of leave applied for and date from which required:
- 8 Sundays & Holidays if any proposed to be prefixed/suffixed:
- 9 Ground on which leave is applied for:
- 10 Date of return from last leave and nature & period of that leave:
- 11 I proposed to be myself for leave travel concession for the block Year _____ during the leave:
- 12 Address during ensuing leave:

Dated:

- 13 Recommendations of the controlling officer:

Signature & Designation
Of the applicant.

Signature of the Controlling
Officer with Designation.