## APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of the Applicant _____
2. Rank, Belt No. With PIS No. _____
3. Department, Office and Section _____
4. Basic Pay _____
5. House Rent and other Compensatory Allowances drawn in present post _____
6. Nature and period of leave applied for and date from which required _____
7. Saturday/Sunday and Holiday, If any proposed to be prefixed/suffixed to leave _____
8. Ground on which leave is applied for _____
9. Date of return from last leave _____
10. I propose/do not propose to avail to myself of leave travel concession for _____
11. Address during leave period _____

**Signature of Applicant**
**(with date)**

**Remarks of the HACR/CR**

Date of Enlistment _____

_____ days E.L. are due at his/her credit upto _____

**HACR/CR**

**Remarks of the HAP/CR**

No D.E./P.E./Crl. Case is pending against the applicant at present in this Unit.

**HAP/CR**

**Remarks and recommendation of the controlling officer**

**Signature with date**
**Designation**