

**Form of Application for leave  
(See Supplementary Rules 216)**

1. Name of applicant :
2. Leave Rules applicable :
3. Post held :
4. Deptt./Officer/Section :
5. Pay Rs. :
6. Permanent/ Temporary :
7. HRA/Conveyance drawn in the present post :
8. Nature & Period of leave applied for and date from which required :
9. Sunday. Holiday. Saturday of any proposed to be prefixed/suffixed to leave :
10. Grounds on which leave is applied for :
11. Date of return from last leave & nature & period of leave taken :
12. I propose/do not propose to avail myself of leave travel concession for the block year during the ensuing leave :

Details of family particulars:

S.No	Name	Date of Birth	Relationship
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13. Address during leave :

Signature of applicant with date.

Signature of the recommending  
Authority with date

**AQ(PC)**