

APPENDIX II

PROFORMA

APPLICATION FOR HOME LEAVE /EMERGENCY FARES

1. Name of the applicant :
2. Post held by him at present :
3. Date of joining the present station :
4. Nature and amount of leave applied for :
5. Date from which leave is required :
6. Purpose for which leave is required :
7. Place where the applicant proposes to spend his leave in India/abroad and address during leave :
8. When last proceeded on leave from an outpost and whether the passage(s) of the Government servant and his family on that occasion were met by the Govt. :
9. Whether applicant proposes to avail of HLF/Emergency Fare(s) :
 - (i) If applied for Emergency Fare(s), whether any Emergency Fare has already been availed of after 1.1.1981 and if so, dates on which availed of may be given
 - (ii) If applied for Home Leave Fares, particulars of family members who propose to avail of HLF may be given below

| S.No | Name | Sex | Age | Relationship to the applicant | Date of arrival at the present station |
|------|---|-----|-----|-------------------------------|--|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 10. | Whether all entitled family members are with the officer If not, details and whereabouts of members for whom Fares and required | | | | |

I propose/do not propose to avail of Leave Travel Concession for the block year _____ during the ensuing leave.

Dated :

Station :

Signature of the applicant

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Nature and amount of leave due to the applicant.(This column shall be filled in by the Mission concerned with reference to the leave account, if available with them.)

Recommendations of the Head of Mission