

APPLICATION FOR EARNED LEAVE OR EXTENSION OF LEAVE

1. Name of the Applicant
2. Post Held
3. Department /Office & Section
4. Pay
5. House rent & camp. allowances drawn in the present post.
6. Nature & period of leave applied for and date from which required
7. Sunday & Holiday if any proposed to be Prefix/suffix to leave
8. Ground on which leave applied for
9. Date of return from last leave & nature and period of that.
10. Proposed /do not proposed to avail myself of leave myself of leave Traveled concession for the block year \_\_\_\_\_ during ensuring leave
11. Address during the leave period
12. In the event of my resignation of voluntary retirement from serving I undertake to refund.  
a) The difference between the leave salary drawn during commuted leave and that admissible half pay leave which have been permissible had Sub-Rule (I) Rule-30.  
(Score out what ever not applicable)

✓  
: SRI NGAWANG GENDEN BAPU  
: BEO (estt)  
: Education  
: ₹ 76,500/-  
: Yes

Earned leave w.r.e of 26/12/2023 to 05/01/2024  
for 11 days.  
: 24th/25th/26th Dec'2023 - Saturday, Sunday and  
: Christmas day as Prefix. 6th & 7th  
: (Saturday & Sunday) as Suffix.  
→ Health check up

: N/A  
: Proposed  
: selhi

: N/A  
: N/A



Signature of Applicant with Date

13. Remarks and recommendation of the controlling officer.

Signature of Controlling Officer  
Designation:  
Date:

DA (Gaz)