

**Government of India
Ministry of Law and Justice
Department of Legal Affairs**

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of applicant - _____
2. Post held - _____
3. Department Office & Section - _____
4. Pay - _____
5. House rent and other compensatory allowance drawn in present post - _____
6. Nature and period of leave applied for and date from which required - _____
7. Sunday and holidays, if any proposed to be prefixed Suffixed to leave - _____
8. Ground on which leave is applied for - _____
9. Date of return from last leave and the nature and period of leave - _____
10. I propose /do not propose to avail myself of leave travel concession for the block years_____ during the ensuing leave - _____
11. Address during the leave period - _____

Signature of Applicant
(with date)

12. Remarks and /or recommendation of the Controlling officer

Signature (with date)
Designation