

# GOVERNMENT OF JAMMU & KASHMIR

## APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. EMPLOYEE ID	<input type="text"/>
2. NAME OF APPLICANT	<input type="text"/>
3. POST HELD	<input type="text"/>
4. SECTION/DIVISION	<input type="text"/>
5. INTERCOM/TELEPHONE NO.	<input type="text"/>
6. BASIC PAY	<input type="text"/>
7. HOUSE RENT AND OTHER COMPENSATORY ALLOWANCES DRAWN IN THE PRESENT POST:	<input type="text"/>
8. NATURE OF LEAVE	<input type="text"/>
9. PERIOD OF LEAVE APPLIED FROM :	<input type="text"/>
TO	<input type="text"/>
10. SATURDAY, SUNDAY & HOLIDAY, IF ANY PROPOSED TO BE PREFIXED / SUFFIXED TO LEAVE	<input type="text"/>
11. GROUND ON WHICH LEAVE IS APPLIED FOR	<input type="text"/>
12. DATE OF RETURN FROM LAST LEAVE & THE	<input type="text"/>
13. NATURE AND PERIOD OF THAT LEAVE. I PROPOSE/ DO NOT PROPOSE TO AVAIL L.T.C. FOR THE BLOCK YEAR FOR MYSELF	<input type="text"/>
14. ADDRESS DURING LEAVE PERIOD :	<input type="text"/>

REMARKS AND/OR RECOMMENDATION OF THE CONTROLLING OFFICER

SIGNATURE OF APPLICANT(WITH DATE)  
NAME OF SECTION/DIVISION & ADDRESS

SIGNATURE OF THE CONTROLLING OFFICER  
DESIGNATION  
INTERCOM/TELEPHONE NO

E-mail