

**Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner (MSME)**

APPLICATION FOR EARNED LEAVE OR FOR EXTENSION OF LEAVE

1. Employee Code No. :
2. Name of Applicant :
3. Post Held :
4. Section :
5. Intercom/Telephone No. :
6. Basic Pay :
7. House Rent and other Compensatory Allowances drawn in the Present Post: As Per Rules
8. Nature of Leave : Earned Leave
9. Period of Leave Applied From : To :
10. Saturday, Sunday & Holiday, if any proposed to be prefixed / suffixed to leave :
11. Ground on which leave is applied for :
12. Date of return from last leave & the nature and period of that leave :
13. I propose/ do not propose to avail L.T.C. for the Block Year for myself : Do not propose / Propose
14. Address during leave period :

Remarks and/ or Recommendation
of the Controlling Officer

Signature of Applicant (with date)

Designation
Intercom/Telephone No

Signature of the Controlling Officer