



हिमाचल प्रदेश सरकार

Government of Himachal Pradesh
Department of Personnel
Appointment-IV

Application for Leave OR Extension of Leave
{ CCS (Leave) Rules (See Rule-14) }

1	Name of applicant	:	
2	Post Held	:	
3	Department/Office	:	
4	Pay	:	₹
5	House Rent and other Compensatory Allowances drawn in present post	:	₹
6	Nature and period of leave applied for and date from which required.	:	
7	Sundays and holidays, if any, proposed to be prefixed/suffixed to leave	:	Prefixed: Suffixed:
8	Grounds on which leave is applied for	:	
9	Date of return from last leave and the nature and period of that 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	:	
	Date:		Signature of Applicant
12	Remarks and/or recommendation of the Controlling Officer	:	
	Date:		Signature & Designation