

# KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, CHENNAI

## APPLICATION FOR LEAVE OR EXTENTION OF LEAVE

1. Name of the Applicant : \_\_\_\_\_
2. Post held / Designation : \_\_\_\_\_
3. Dept. Office & Section : **KV IIT CHENNAI.**
4. Basic Pay : Rs. \_\_\_\_\_ Grade Pay : \_\_\_\_\_ HRA : \_\_\_\_\_  
TPT Allow : Rs. \_\_\_\_\_ FPA : \_\_\_\_\_ Wash Allow : \_\_\_\_\_
5. Nature & Period of leave applied for date which required :
  - a. Earned Leave : From \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_\_ Days)
  - b. Half Pay Leave : From \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_\_ Days)
  - c. Commuted Leave : From \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_\_ Days)
  - d. Maternity/Paternity/CCL : From \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_\_ Days)
  - e. Extra Ordinary Leave : From \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_\_ Days)
6. Sundays & Holidays, if any Proposed to be prefixed / suffixed to leave : \_\_\_\_\_
7. Ground on which leave applied for : \_\_\_\_\_
8. Date of return from last leave and nature & period of that leave : \_\_\_\_\_
9. I propose / do not propose to avail myself of LTC for the block year \_\_\_\_\_ during ensuing leave.
10. Address during the leave period : \_\_\_\_\_  
\_\_\_\_\_
11. In the event of my resignation or voluntary retirement from service I undertake to refund the difference between the leave salary drawn during commuted leave and the admissible during Half Pay Leave which would not have been admissible and sub rule (10 of rule 31 CCS(I) Rules 1972 not been applied.
12. I may also be permitted to leave the station : **YES / NO**  
Signature of application : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Remarks / Recommendations of the Sectional Head / VP / HM : Recommended / Not Recommended

Signature of the Sectional Head / VP / HM

### **REMARKS AND / OR RECOMMENDATION OF THE CONTROLLING OFFICER**

Certified that \_\_\_\_\_ (Nature of leave) for \_\_\_\_\_ period from \_\_\_\_\_ to \_\_\_\_\_  
& \_\_\_\_\_ (Nature of leave) \_\_\_\_\_ to \_\_\_\_\_ is admissible under rule.

**SIGNATURE WITH DATE & DESIGNATION**

Orders of the authority competent to grant of leave.