

# **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 the Controlling Officer   |                          |
| Signature of Applicant (with date)   |                          |
| Designation  |                          |
| Intercom/Telephone No  |                          |