



GOVERNMENT OF INDIA

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
MSME DEVELOPMENT INSTITUTE  
VIKASH SADAN, COLLEGE square cuttack-3

**APPLICATION FOR EARNED LEAVE OR FOR EXTENSION OF LEAVE.**

1	Name of applicant.	
2	Post Held.	
3	Department, Office, and Section.	
4	Pay	
5	House rent allowance and other compensatory allowances drawn in the 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.	
8	Ground on which the leave is applied for.	
9	Date of return from last leave, and the nature and period of that leave.	
10	I proposed /do not proposed to avail myself of leave travel concession for the block years ----- ----- .during the ensuing leave.	
11	Address during leave period.	
12	Signature of Applicant with date.	
13	Remarks and /or recommendation of the Controlling Officer, with Signature and date.	