



**INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
NORTH EASTERN REGIONAL CENTRE**

APPLICATION FOR LEAVE OR EXTENTION OF LEAVE

1. Name of Applicant :
2. Post held :
3. Department, Office & Section :
4. Pay :
5. House Rent & Other Compensatory Allowance drawn in the present Post :
6. Nature & period of leave applied for and Date for which required :
7. Sunday and Holiday, if proposed to be Prefixed/ suffixed to leave :
8. Ground on which leave is applied for :
9. Date of return from last leave, the period of that leave :
10. I proposed/do not proposed to avail myself of leave travel concession for the block year during the ensuing leave :
11. Address during leave period :
12. (i) 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 that admissible during half-pay leave, which could not have been admissible had sub-rule (i) of Rule 30 not been applied.

(ii) The leave salary drawn during 'leave not due' which would not have admissible had sub-rule of Rule 31 not been applied.

Signature of Applicant
(with date)

13. Remarks and/ or recommendation of the Controlling Officer.

Signature (with date)
Designation