

APPLICATION FOR GRANTING LEAVE WITHOUT ALLOWANCE FOR
PERIOD UP TO FIVE YEARS AT A STRETCH VIDE ORDER No.PLA-
10/01575/04/R.Dis Dt.21.8.84

1. Name of the employee :
(in block letters)
2. Present designation, Grade, Staff No. :
and unit to which attached.
3. House address :
4. Date of birth :
5. Date of superannuation :
6. Period of continuous service in the :
Corporation with details
7. Whether he is a permanent (confirmed) :
hand in any post
8. Whether the employee is in regular service,
If so whether he has completed probation (say
“yes or not”. If ‘yes’ furnish details of completion
of probation.
9. Duration of leave without allowance applied for
and the probable date of commencement of leave
- 10 .Whether leave without allowance for five years :
at a stretch has been sanctioned previously, if so
furnish the details.
- 11 .Total leave at his credit as the date of application:
12. Whether the employee has a trained technical :
personnel (say ‘yes or no’). If ‘yes’ furnish
details of the training undergone.
13. Whether there is any agreement binding him :
to service the corporation and if on the period
therefore.
14. Purpose of leave applied for (say whether the
purpose of leave is to take up employment or to :
seek employment or to seek employment in
India or abroad.
15. Whether he has secured any job in India or in a :
foreign country, if so furnish the details of job
secured with the scale of pay and the present
full address of the Institution from which the
job secured.
16. Probable date of return to duty
:

17. Whether house building advance/conveyance :
advance/co-operative loan/financial enterprises
loan any other advance from the corporation
fund has been taken. If so the amount, date of
drawal, balance outstanding etc.
18. Whether any disciplinary case/vigilance enquiry/ :
Police case are pending against the employee and
if so, furnish the details.
19. Whether NOC for obtaining Indian Passport has been :
sanctioned, if so furnish the order No. & date of
sanctioning the same and details of passport obtained.
20. Whether the employee agree to abide by the terms and
conditions laid down in order No.PLA1-01575/84/
R.Dis dated 21.8.84.

I hereby certify that the details furnished above are true to the best of my knowledge and that I agree to abide by the terms and conditions laid down in order No. PLA 10-01575/84/R.Dis dated 21.8.84.

Signature

Name:

Designation:

Station:

Date:

I hereby certify that I have verified the details in Column Nos.1 to 19 of the application with entries in his service book and that they are found correct. I also certify that the employment in Foreign Service proposed to take up in net in any way connected with or influenced by his position as an employee of the Corporation. I recommend that the leave without allowance applied for may be granted to the employee for the said purpose.

Signature:

Name :

Designation of the Unit

Office:

Station:

Date;

(office seal)