

**Application for leave or for extension of leave for IAS/HCS Officers**

**(Note : all fields are mandatory)**

1.	Name	
2.	Designation	
3.	Pay scale and pay	
4.	Department	
5.	Kind of leave	
6.	Rule applicable:-	
	*For IAS Officers	AIS (Leave) Rules, 1955
	*For HCS Officers	HCS (Leave) Rules, 2016
	(✓ mark the applicable rules)	
7.	Period of leave applied for or extension of leave	
8.	Saturday(s)/ Sunday(s) and holiday(s) proposed to be:-	
	(i) Prefixed-	
	(ii) Suffixed-	
9.	Purpose of leave applied for or extension of leave	
10.	Last leave availed:-	
	(i) Period of leave-	
	(ii) Kind of leave-	
11.	Contact details during leave period:-	
	Address	
	Contact No.	
	Email ID	

**Signature of Applicant  
(with Date)**

**Remarks and/or recommendations of the  
recommending authority**

**Signature of recommending authority  
(with Date)**

**Designation** \_\_\_\_\_