

APPLICATION FOR LEAVE SALARY ADVANCE

1.	Name.	
2.	Designation	
3.	Office / Section to which attached	
4.	Basic Pay + NPA + SI	
5.	Nature and period of leave sanctioned and Sanction Order No. and date	
6.	Total Pay and Allowances entitled (i.e. Pay, DA, HRA, CCA, etc., per mensem)	
7.	Total recoveries per mensem	
8.	Amount of advance applied for	

I declare that the particulars furnished above are correct.

Station :

Signature of the Government Servant.

Date :