

**APPLICATION FOR GRANT OF LEAVE TO BE AVAILED OUT OF INDIA**

- 1) Name of the Employee :
- 2) Designation & Office at which working :
- 3) Pay & Scale of Pay :
- 4) Date of Appointment :
- 5) Date of confirmation in Grade :
- 6) Date from which leave is required  
to be availed out of India :
- 7) Number and Nature of leave applied for :
- 8) Reasons for the leave applied  
for to be availed out of India :
- 9) I declare that I will not extend my leave and engage myself on employment while abroad.

Name :  
Desgn :

Submitted to DRM/P/MDU

Signature and designation of  
Immediate superior

**APPLICATION FORM FOR AVAILING LEAVE OUT OF INDIA AND DECLARATION CONNECTED THEREWITH**

I, \_\_\_\_\_, \_\_\_\_\_ on Pay \_\_\_\_\_ in Scale  
\_\_\_\_\_ with date of Appointment \_\_\_\_\_ and date of confirmation on  
\_\_\_\_\_, request the Railway Administration to sanction me L.A.P. ie, nature of leave  
availed out of India from \_\_\_\_\_ to \_\_\_\_\_

The reasons for the leave applied for:

I hereby declare that while on ex. India I will not take any service or accept any employ-  
ment without obtaining the previous sanction of the President as laid down in Rules 509 R.I,  
nor I will engage in any business, profession or vocation without prior sanction and that I will  
not extend ex. India leave from abroad.

I am fully aware of the consequences arising out of this sanction and/or absence after the  
expiry of the leave.

Signature

Name :

Designation :

Date :

Place: