

NAME :

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To,

The **DRM** (E)

.....,

SUB : Request to grant of Ex.India leave

Honorable Sir,

I the under signed
desire to visit as such I here by request you to kindly grant
me Ex.india leave.

1. Name in Full:
2. Father name:
3. Designation:
4. Pay Scale/Rate of pay:
5. Staion:
6. Whether Temporary/Permanent: Parmanent
7. Date of Birth:
8. Date of Appointment:
9. Passport No:
10. Residential Address:
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11. Name of the country to visit:
12. Abroad Address :
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- 13. Whether left India in the past:
- 14. Whether DAR/VIG/SPE case pending against you:
- 15. Ex-India leave require:
- 16. Leave Credit :-
 - LAP:
 - HAP:
- 17. Ex-India leave use on date:

I hereby declare that I will not extend my ex-India Leave and also state that i will not accept any employment without obtaining prior sanction of the President of India/ competent Authority and I am fully aware of the Consequences againstout of these action.

Yours truly,

Place:.....

(.....)

Date:

- ENCL: 1. Copy of pasport
2. Copy of Visa