

**PROFORMA TO BE APPENDED WHEN PROPOSALS FOR SANCTION THE LEAVE WITHOUT ALLOWANCE IS FORWARDED TO GOVERNMENT**

1. Name and designation of the applicant :
2. Institution in which the applicant is working:
3. Date from which leave is required :
4. Duration of leave :
5. Purpose of leave applied for :
6. Whether the appointment of the applicant is regular :
7. Total period of regular service put in by the applicant in the Dept. on the date of application and the date from which his continuous service begins in the Dept. :
8. Whether there is any disciplinary action pending :

9. Whether there is any bonded obligation or contract obligation :
10. Whether there is any liability outstanding :
11. Whether the applicant has been sanctioned Leave for the same purpose earlier, and if so, to furnish the details thereof :
12. Whether applicant has been sanctioned LWA earlier for any other purpose :
13. Whether any relaxation of rule is necessary to sanction the leave :
14. Whether you are convinced that suitable substitutes are easily available and if so whether a live list of candidates for appointment is available with P.S.C. :
15. Whether leave is recommended or not :
16. The leave address of the applicant in India :
17. Any other relevant point to be brought to the notice of Government :

Head of the Department