

PROFORMA

1. Name & Rank :
2. For Out Station Only :
3. Left on..... at..... hrs. at.....
4. Left Port Blair onathrs. by
5. Arrived Chennai/Calcutta/Vizag onat.....hrs
6. Arrived Home Town and remained on leave at Home town from.....to.....
7. Arrived Chennai/Calcutta/Vizag onat.....hrs.
8. Left Chennai/Calcutta/Vizag onat.....hrs by.....
9. Arrived Port Blair on.....at.....hrs. Reported for duty at.....on.....at.....hrs.
10. For Out Station :-
Left Port Blair on.....at.....hrs. Arrived my place of posting at.....on.....at.....hrs and reported for duty at.....at.....hrs.
11. Reason for overstay if any:-
12. Documents attached.
13. Details of Free Passage/LTC availed:-

Forward Journey:-

- 1.
- 2.
- 3.
- 4.

Return Journey:-

- 1.
- 2.
- 3.
- 4.

(Signature of the applicant)