

**Application For leave out of India (Ex India) to be filled by the employee
(Rly Boards L. No. E(P&A) I -2005 / CPC/LE -1 dated 15.4.2005)**

1	Name of the employee						
2	Designation & Grade						
3	Date of Appointment						
4	Passport No and validity						
5	Details of private foreign travel to be undertaken						
	Period of stay abroad		Number of foreign countries to be visited	Purpose	Estimated Expenditure (Travel: boarding/ lodging visa, misc etc.	Source of Funds	Remarks
	From	To					
6	Details of previous private foreign travel, if any undertaken during the last four years (as under item No.6)						
7	Address during stay abroad						
8	Whether Declaration as per Annexure executed						
9	Balance leave duty updated			LAP	LAHP		

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Signature of the Employee
Name & Design:

Signature of the Controlling Officer
Verifying the above particulars affixing the official stamp

