3/4/240

## PERFORMA FOR PROCESSING EX INDIA LEAVE CASES ON FILES

Sr. No.	Question	Answer
Î	Name	
2	Designation	
3	Present Posting	6
4	Duration of leave applied	
5	Purpose of Leave	
6	Approximate expense and source of funding	•
7	Details of ex-India leave availed in last five years	
8	Any criminal or departmental proceedings pending or contemplated.	