

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of applicant
2. Post Held
3. Department, Office & Section
4. Salary
5. House Rent & other compensatory Allowances drawn in the present post
6. Nature and duration of leave
7. Sunday & holidays, if any, proposed to be prefixed, suffixed to leave
8. Grounds on which leave is applied for
9. Date of return from last leave & the nature and period of that leave
10. I propose/do not propose to avail myself of leave travel concession, for the block year ----- during the ensuing leave
11. Address during leave period

Signature of applicant with date

12. Remarks and / or recommendation of the Controlling Officer

Signature with date & Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

13. Certified that -----(nature of leave) for----- (period) from----- to----- is admissible under Rule----- of the Central Civil Service (leave) Rules, 1972.

Signature with date & Designation

14. Order of the authority competent to grant leave

Signature with date & Designation.

* If the applicant drawing any compensatory allowances, it should also be indicated in the orders on the expiry of leave, the Govt. Servant is likely to return to the same post to another post carrying similar allowance.