

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

- 1. Name of applicant :
- 2. Post held :
- 3. Department, Office and Section :
- 4. Pay :
- 5. House rent and other compensatory allowance drawn in the present post. :
- 6. Nature and period of leave applied for and date from which required. :
- 7. Sundays and 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 and nature and period of that leave. :
- 10. I propose/do not proposed to avail myself of leave travel concession for the block years..... during the ensuring leave.
- 11. Address during leave period :

Signature of Applicant
(with date)

- 12. Remarks and/or recommendation of the Controlling Officer.

Signature (with dates)
Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

- 13. Certified that.....for.....
(nature of leave)
From.....to.....in 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 is drawing any compensatory allowance, it should also be indicated in the orders whether on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.