

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of the applicant :
2. Post held :
3. Department, Office & Section :
4. Pay :
5. House rent and other } :
Compensatory Allowances
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 }
8. Grounds on which leave } :
is applied for }
9. Date of return from } :
last leave, and the nature
and period of that leave }
10. I propose / do not propose 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 date)
Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

13. Certified that _____
(nature of leave)
for _____
from _____ to _____ is admissible
under Rule _____ of the Central Civil Services
(Leave) Rules, 1972.

Signature (with date)
Designation

14. Orders 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 to the another post carrying similar allowance.