

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 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 to leave :
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 in the block year \_\_\_\_\_ during the ensuing leave. :
11. Address during leave period :

Date :

Signature of Applicant

12. Remarks and/or recommendation of the Controlling officer :

Date:

Signature

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

13. Certified that Earned Leave for days from is admissible Under Rule 26 of the CCS (Leave) Rules 1972 :

Signature

- 14\* Orders of the Authority Competent to grant leave :

Signature

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