

ASSAM UNIVERSITY

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

01. Name of Applicant :
02. Date of Joining the University :
03. Post held :
04. Department, Office & Section :
05. Pay :
06. House rent & other compensatory allowances drawn in the present post :
07. Nature & Period of leave applied for & date from which required :
08. Sundays & holidays, if any, proposed to be prefixed/suffixed to leave :
09. Grounds on which leave is applied for :
10. Date of return from last leave and the nature & period of that leave :
11. I propose/do not propose to avail myself of leave travel concession for the block year _____ during the ensuing leave :
12. Address during leave period :

Signature of applicant
with date

13. Remarks and/or recommendation of the Controlling Officer :

Signature (with date) and
Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

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

Signature (with date) and
Designation

15. Orders of the competent authority to grant leave:

Signature (with date) and
Designation

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

