

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

- 1. Name of applicant :
- 2. Post held :
- 3. Department or office and section :
- 4. Pay : Rs.
- 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. Ground 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 concessions for the block years
during the ensuing leave. :
- 11. Address during leave period :
- 12. In the event of my resignation of voluntary
retirement from service, I undertake to refund :
- i) The difference between the leave salary drawn during commuted leave and that admissible during half-pay leave, which would not have been admissible had sub-rule(1) of rule 30 not been applied.
- ii) The leave salary drawn during leave not due which would not have been admissible and sub-rule(1) of rule 31 not been applied.

Date:

Signature of applicant.

13. Remarks and / or recommendation Controlling Officer :

Date:

Signature:

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By Audit Officer in case of Gazetted Officer)

14. Certificate that have for
..... day from 200
to 200 is admissible under Rule
of the Central Civil Service (Leave) Rule 1972.

Date:

Signature:

Designation :

15. Orders of the authority competent to grant leave.

Date:

Signature:

Designation: