

# 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 allow-  
ances 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 for the block years  
.....during the ensuing 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.....for.....  
(nature of leave)  
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 post or to another post carrying similar allowance.

