

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of applicant :
2. Post held :
3. Department or 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 for the block year
during the ensuing leave :
11. Address during leave period :
12. In the event of my resignation or voluntary retirement from service, I undertake to refund
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 - 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 had sub-rule (1) of rule 31 not been applied.

Date : Signature of applicant

13. Remarks and/or recommendation of Controlling Officer

Date : Signature

Certificate regarding admissibility of leave
(By Audit Officer in case of Gazetted Officer)

14. Certified that leave
for days from
..... 20. . . . to 20 . . is admissible under rule
..... of the Central Civil Service (Leave) Rules, 1972.

Signature :

Date : Designation :

15. Order of the authority competent to grant leave.

Signature :

Date : Designation :