

FORM 1  
[see Rule 14]  
**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 to 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.....(nature of leave) for.....(Period)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

कार्यालय महालेखाकार (ले. एवं हक.) उत्तराखण्ड देहरादून

OFFICE OF THE AG (A&E) UTTARAKHAND, DEHRADUN

आकस्मिक अवकाश हेतु आवेदन-पत्र

APPLICATION FOR CASUAL LEAVE

श्रीमान्

The.....

.....

.....

1. नाम / पद

Name / Designation .....

2. अनुभाग

Section.....

3. व्यक्तिगत संख्या

Personal No.....

4. अवकाश की अवधि दिनांक.....से.....तक

Leave duration date from ..... to.....

5. उद्देश्य कार्य

Purpose.....

6. अगर स्टेशन छोड़ रहे हों तो अवकाश पर रहने का पता

Leave address, if going out of station

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Mobile Number:

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अवकाश स्वीकृत / अस्वीकृत

Leave sanctioned/ not sanctioned

प्रार्थी के हस्ताक्षर

Signature of Applicant

दिनांक/Date.....

सक्षम प्राधिकारी

Leave Sanctioning Authority

Date