

S.R. 1

APPLICATION FOR EARNED 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 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 ADMMISSIBILITY OF LEAVE

- 13. Certified that.....for..... (*nature of leave*)
from tois 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**