

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-II,
MAHARASHTRA, NAGPUR**

WM-I/Leave Application

Date: 03/01/2025

CIRCULAR-46

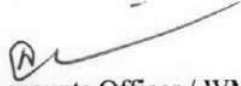
Subject: Regarding filling up application form for leave.

While processing the leave applications, it is observed that leave applications are not received in proper format/ incomplete/ sent directly to this office without recommendation of the Executive Engineer by e mail.

While applying the leave as per Central Civil Services (Leave) Rules, 1972, following points may be adhered to by the officials concerned:

1. Leave should be applied and forwarded for sanction in advance duly recommended by the Executive Engineer.
2. All the columns, in the application form are to be filled completely before sending same to this office, for sanction.
3. In case of medical leave, unfit and fitness certificate issued by Medical Officer of CGHS /Government Hospital should be enclosed with the application form.
4. In the instant of leaving station, the address during leave, period should be invariably mentioned in the application form.
5. Along with the application form, a copy of the updated leave record showing current leave balance as per the service book of the official may also be forwarded to this office.
6. Leave should be applied in the format of application form enclosed with this circular.
7. Incomplete applications, applications on plain paper and without Executive Engineer's recommendation will not be considered.

(Authority: Sr. Dy. Accountant General (Works Accounts) orders dated 03/01/2025)


Sr. Accounts Officer / WM-I

FORM 1

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 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 (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