

APPLICATION FOR LEAVE/EXTENSION OF LEAVE

1. *Name of the applicant* :
2. *Post held* :
3. *Department, office & Section* :
4. *Pay* :
5. *House rent & other compensatory allowances drawn in the present post* :
6. *Nature & Period of leave applied for & date from which required* :
7. *Sundays & 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 & the nature & period of that leave* :
10. *I propose/do not propose to avail myself to leave travel concession for the block year_____ during the ensuring leave* :
11. *Address during leave period* :
12. *In the event of my resignation or voluntary retirement from service, I undertake to refund:*
 - i. *The difference between the leave salary drawn during commuted leave & that admissible during half-pay leave which would not have been admissible and sub-rule (1) of rule 31 been applied.*

Signature of Applicant with date

13. *Terms &/or recommendations of the controlling officer.*

Signature (with date) Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE (By Audit Officer in case of Gazetted Officer)

14. *Certified that(nature of leave) fordays from.....to.....is admissible under Rule.....of the Central civil services (leave) Rule 1972.*

Signature (with date) Designation

15. *Orders of the authority competent to grant leave.*

Signature (with date) Designation