



(FORM)  
(See Rule 14)

**APPLICATION FOR LEAVE OR EXTENSION OF LEAVE**

1. Name of Applicant : \_\_\_\_\_
2. Post held : \_\_\_\_\_
3. Whether Permanent / Probation /  
Temporary / Deputation : \_\_\_\_\_
4. Deptt./Office/Section : \_\_\_\_\_
5. Pay : \_\_\_\_\_
6. House rent & other compensatory  
Allowances drawn in the present post : \_\_\_\_\_
7. Nature of leave Period of leave applied for  
And date from which required : \_\_\_\_\_
8. Sundays & Holidays, if any, proposed  
to be prefixed/suffixed to leave : \_\_\_\_\_  
\_\_\_\_\_
9. Ground on which leave is applied for : \_\_\_\_\_
10. Date of return from last leave and the  
nature & period of that leave : \_\_\_\_\_
11. I proposed/do not proposed to avail myself to leave travel concession for the block year \_\_\_\_\_ during the  
ensuing leave.
12. Address during leave period : \_\_\_\_\_

Dated : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Signature of applicant**  
(with date)

13. Remarks and/or recommendation of the Controlling officer:

**Signature (with date)**  
**Designation (with Seal)**

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

14. Certified that \_\_\_\_\_ (nature of leave) \_\_\_\_\_ (period) from \_\_\_\_\_ to \_\_\_\_\_  
is admissible under rule \_\_\_\_\_ of the CCS (Leave) Rules, 1972.

**Signature (with date)**  
**Designation (with Seal)**

15. Order of the authority competent to grant leave \_\_\_\_\_

**Signature (with date)**  
**Designation (with Seal)**