

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE
(SEE RULE 14)

1. NAME OF APPLICANT :
2. POST HELD :
3. DEPTT. OFFICE & STATION : CANTT. BOARD KASAUJI.
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. SUNDAY & HOLIDAY, IF ANY, PROPOSED TO
BE PREFIXED/SUFFIXED TO LEAVE.
8. GROUND ON WHICH LEAVE IS APPLIED FOR :
9. DATE OF RETURN FROM LAST LEAVE & THE
NATURE & PERIOD OF LEAVE.
10. PERMANENT ADDRESS :
11. I PROPOSE/DO NOT PROPOSE TO AVAIL MYSELF OF LEAVE TRAVEL
CONCESSION FOR THE BLOCK YEAR DURING THE INCLUDING LEAVE.

SIGNATURE OF APPLICANT

12. REMARKS OR RECOMMENDATION OF THE CONTROLLING OFFICER

SIGNATURE/DESIGNATION (WITH DATE)

13. CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE.

CERTIFICATE THAT.....(NATURE OF LEAVE)

FROM.....TO.....IS ADMISSIBLE UNDER RULE.....
OF THE CENTRAL CIVIL SERVICES (LEAVE) RULE, 1972.

SIGNATURE/DESIGNATION (WITH DATE)

14. ORDERS OF THE AUTHORITY COMPETENT OF GRANT OF LEAVE.

SIGNATURE/DESIGNATION (WITH DATE)