

1. Name of Employee
2. Post held.....
3. Department, Office and Section.....
4. Pay.....
5. House rent and other companionate allowance drawn in present post.....
6. Nature and period of leave applied
For and date from which required.....
.....
7. Sunday and holidays if any, proposed
to be prefixed/suffixed to leave.....
8. Ground on which leave is applied.....
9. Date of return from last leave and
nature and period of that leave.....
10. I proposed/do not proposed to avail
my self of leave travel conceation for the
Block year _____ during ensuing leave.....
11. Address during leave/period.....
.....

Dated _____

Signature of applicant.

12. Remarks and /recommendation of the controlling officer.

Signature (with date)

Designation

CERTIFICATE REGARDING ADMISSIBILITY

13. Certified that _____ for _____ from _____ to _____ is admissible
under rule _____ of the Central Civil service (leave) Rules 1972.

Signature (with date)

Designation

14. Orders of the authority competent to grant leave.

Signature (with date)

Designation