

APPLICATION FOR LEAVE OTHER THAN CASUAL LEAVE

1.	Name of employee	
2.	Post Held	
3.	Department/Office and section	
4.	Pay	
5.	House Rent and other compensatory allowance drawn in the present pay	
6.	Nature & period of leave applied for and date from which required	
7.	Sunday/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 the leave	
10.	I proposed/ do not proposed to avail my self of leave travel concession for the block year_____ during the ensuing leave.	
11.	Address during the leave period	

Remarks or recommendation of the
Controlling Officer

Signature of employee
with date

Certificate Regarding admissibility of Leave

Certified that _____ for _____ is admissible
under rule _____ of the central civil Service Leave
Rule-1972.

Signature (Designation)
With date

Order of the authority competent to grant leave.

Signature (Designation)
With date.