

APPLICATION FOR EARNED LEAVE / EXTENSION OF LEAVE

1. Name of Applicant :
2. Post held :
3. Dept./Office & Section :
4. Pay ` : :
5. House rent & other compensatory allowances drawn in the present post :
6. a) Nature of leave :
- b) Period of leave applied for :
Date from which required :
7. Saturday/Sunday & Holidays, if any proposed To be prefixed/suffixed to leave :
8. Ground on which leave is applied :
9. a) Date of return from last leave :
b) Nature of leave :
c) Period of that leave :
10. I propose/do not propose to avail myself of Leave travel concession for the Block year _____ during the ensuing leave : --
11. Address during the leave period :

Signature with date and Designation of applicant

12. Remark / and / or / recommendation of the controlling officer

Signature with date & Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

(By audit officer in case of Gazetted Officer)

Certified that Earned leave for _____ days from _____ to _____ is admissible under rule _____ of C.C.S. Leave Rules 1972.

Certified that 30 days Earned leave is allowed to be surrendered in terms of Government Notification No. 6/51/87-PER dated 16.08.1989

He/She will have at his/her credit _____ days of Earned leave as on _____ after enjoying and surrendering the Earned leave as certified above.

Signature with date and Designation

13. Order of the authority competent to grant leave : _____