**APPLICATION FOR LEAVE/EXTENSION OF LEAVE**

1. Name of applicant :

2. Post held :

3. Department/Office & Section :

4. Pay :

5. House rent and other compensatory  
 allowances drawn in the present pay :

6. Nature and period of leave applied  
 for and from which required :

7. Sunday & Holidays, if any proposed  
 to be prefixed/suffixed to leave :

8. Ground on which leave is applied for :

9. Date of return from last leave and  
 the nature and period of that leave :

10. I propose/do not propose to avail  
 myself of leave travel concession for  
 the block year during the leave :

11 Address during leave :

***Signature of applicant with date***

12. Remarks and or recommendation of the controlling officer.

*Signature with date :*

Designation:

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

13. Certified that ……………………………….. for ……………………………………. days from ……………………………to …………………………………. is admissible under Rule …………………………… of the Central Civil Service (Leave) Rules, 1972.

*Signature with date*

Designation…………………………

14. Order of the Authority competent to grant leave.

*Signature with date* :

Designation ……………………………

If the applicant is drawing any compensatory allowance, it should also be indicated in the orders on the expiry of the leave, the Government Servant is likely to return to the same post or another post carrying similar allowance.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*