**FORM**

 *(See Rule – 15)*

 **APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE:**

Note: Item 1 to 14 must be filled by the applicant whether Gazetted or non –Gazetted under Rule 14 of C.C(leave) Rules,1972. Item 13 only applied in the case of Gazetted officer.

1. Name of applicant’s :
2. Post held :
3. Department/Office section :
4. House Rent & other compensatory allowances :
5. Pay :
6. Nature and period of leave applied for and date

From which required

 :

1. Sunday & holiday if any proposed be prefixed,

Suffixed to leave

 :

1. Ground on which is applied for :
2. Date of return from last leave and the nature

And period of that leave

 :

1. I proposed do not proposed to avail myself of

Leave travel concession

 :

1. Address during leave period :
2. Remarks and/or Recommendation of the

Controlling/officer :

 Signature of the applicant’s

 (with date)

 Signature (with date)

 Designation

 **CERTIFICATE REGARDING ADMISSIBILITY:**

1. Certified that……………………………………………………. (nature of leave) for …………………………….. (period) from…………………………….is admissible under Rule………………………………..of the Central Civil Service(Leave) Rules,1972.

 Signature(with date)

1. Orders of the Authority Cometent to grant of leaves.

 Signature(with date)

……………………………………………………………………………………………………………………………………………

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