

APPLICATION FORM FOR EARNED LEAVE OR EXTENSION OF LEAVE

- 1. Name of applicant : _____
- 2. Post held : _____
- 3. Department, Office and Section : _____
- 4. Pay : _____
- 5. House Rent and other Compensatory allowances drawn in the present post : NA
- 6. Nature and period of leave : **Earned Leave**
- 7. Number of Days & date from which the leave required : Number of Days:
FROM _____ TO _____
- 8. Sunday, and holidays, if any proposed to be prefixed/suffixed to leave : PREFIX: _____
SUFFIX : _____
- 9. Grounds on which leave is applied for : _____
- 10. Date of return from last leave and the nature and period of that leave : _____
- 11. I propose/do not propose to avail myself of leave travel concession for the block years _____ : _____
- 12. Address during the leave period : _____

Signature of applicant
(With date)

- 13. Remarks and or recommendation of the Controlling Officer.

Signature/Designation
(With date)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

- 14. Certified that _____ for (Nature of Leave) _____ (period) from _____ to _____ is admissible under Leave Rule 7.21 of CSKHPKV Statutes 1988.

Signature/Designation
(With date)

- 15. Orders of the competent authority to grant leave

Signature/Designation
(With date)

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If the applicant is drawing any compensatory allowance, it should also be indicated in the orders on the expiry of leave, the Government serving similar allowance.