

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

- 1 Name of the applicant :
- 2 Post held :
- 3 Department, Office and Section :
- 4 Pay :
- 5 House rent and other compensatory allowances drawn in the present post :
- 6 Nature and period of leave applied for and date from which required :
- 7 Sundays and 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 on the nature and period of that leave :
- 10 I propose/do not propose to avail myself of leave travel concession for the block years ..... during the ensuing leave :
- 11 Address during leave period :
- 12 Remarks and/or recommendation from Controlling officer :

Signature of Applicant  
(with date)

Signature (with date)  
Designation

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

- 9 Certified that .....  
for ..... (period from ..... To .....)  
is admissible under Rule ..... of the Central Civil Services (Leave) Rules 1972.

Signature (with date)  
Designation

- 10 \*Orders 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 that on expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.