

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of applicant :
2. Post held :
3. Department or 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. Grounds 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 ensuing leave :
11. Address during leave period :
12. In the event of my resignation or voluntary retirement from service, I undertake to refund
—
 - i) the difference between the leave salary drawn during commuted leave and that admissible during half-pay leave, which would not have been admissible had sub-rule(1) of rule 30 not been applied.
 - ii) the leave salary drawn during leave not due which would not have been admissible had sub-rule (1) of rule 31 not been applied.

Date : Signature of applicant

13. Remarks and/or recommendation of Controlling Officer

Date : Signature

Certificate regarding admissibility of leave
(By Audit Officer in case of Gazetted Officer)

14. Certified that leave
for days from
..... 20. . . . to 20 . . is admissible under rule
..... of the Central Civil Service (Leave) Rules, 1972.

Signature :

Date : Designation :

15. Order of the authority competent to grant leave.

Signature :

Date : Designation :

APPLICATION FOR EARNED LEAVE or EXTENSION OF EL

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. Grounds 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 years during the ensuing leave.
11. Address during leave period :

12. In the event of my resignation or voluntary retirement from service, I undertake to refund:
- i) *the difference between the leave salary drawn during commuted leave and that admissible during half pay leave, which would not have been admissible had sub-rule (1) of rule 30 not been applied;*
 - ii) *the leave salary drawn during leave not due which would not have been admissible had sub-rule (1) of rule 31 not been applied.*

Date : Signature of the Applicant.

13. Officer remarks and recommendation of Controlling Officer

Date : Signature

Certificate regarding admissibility of leave
(By Audit Officer in case of Gazetted Officer)

14. Certified that _____ leave _____ days from _____ to _____ is admissible under rule _____ of the Central Civil Services (Leave) Rules 1972.

Signature :

Date : Designation :

15. Orders of the authority competent to grant leave.

Signature :

Date : Designation :