



**APPLICATION FOR LEAVE & EXTENSION OF LEAVE**

1. Name of Applicant :
2. Post held :
3. Department/Section :
4. Basic Pay :
5. HRA & other compensatory allowances drawn in the present post :
6. Nature & period of leave applied for and Date from which required :
7. Sunday & holidays if any proposed to be prefixed or suffixed to leave :
8. Ground on which leave applied for :
9. Date of return from the last leave and nature & Period of the leave :
10. I propose to avail myself LTC for the block Year during the ensuing leave :
11. Address during leave period :

Signature of applicant  
(With date)

12. Remarks or recommendation of the Controlling officer :

Signature (With date)  
Designation

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

13. Certified that ..... (Nature of leave) for ..... (Period) from ..... to ..... is admissible under rule ..... of the Central Civil Service (leave) Rules, 1972.

Signature (With date)  
Designation

14. Orders of the competent authority to grant leave :

Signature (With date)  
Designation