

LEAVE APPLICATION FORM (SR-1)

- 1 Name of the Applicant
- 2 Post held
- 3 Department, Office & Section
- 4 Basic Pay
- 5 House Rent and Other compensatory Allowance draw with the present hold
- 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 the period of that leave
- 10 I propose/ so not propose to avail myself of Leave Travel concession for the block years during the ensuring leave
- 11 Address during leave period

Signature of Applicant
(with date)

- 12 Remarks/Recommendation of the controlling officer

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

- 13 Certified that (nature of leave) for (period)fromto..... is admissible under Ruleto the Central Civil Services (Leave Rule 1972)

Signature (with date)
Designation

- 14 Orders of the authority competent to grant leave

Signature (with date)
Designation