

(FORM 11)
(SEE RULE 14)

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE.

1. Name of Applicant _____
2. Post held, _____
3. Department, office and Section _____
4. Pay _____
5. House Rent and other compensation 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 _____
 - (i) the difference between the leave salary drawn during commuted leave and that admissible during the half-pay leave which would not have been admissible had sub-rule (i) of rule II not been applied.
 - (ii) The leave salary drawn during leave not due which would not have been admissible had sub-rule (1) of rule II not been applied.

Signature of applicant
(with date)

13. Remarks / recommendation of the controlling officer.

Signature (with date)

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

14. 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

15. Orders of the authority competent to grant leave

Signature (with date)
Designation