

APPLICATION OF LEAVE OR FOR EXTENSION OF LEAVE

NOTE: ITEMS 1 TO 10 MUST BE FILLED IN BY THE APPLICANT

SI No	Items	Particulars
1	Name of Applicant	
2	Post held	
3	Department/ section	
4	Pay Level/ Status	
5	Nature & Period of Leave Applied for and Date for which applied	
6	Saturday, Sunday and Holidays, if any. Proposed to be prefixed/ suffixed to leave	
7	Ground on which leave is applied for	
8	Date of return from last leave and the nature & period of that leave	
9	Proposed/ do not propose to avail myself of leave travel concession for the block years..... during the ensuing leave.	
10	Address during the Leave Period & mobile No.	
11	Remarks and /or recommendation of the Head	
12	CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE (to be filled in the office)	
	<p>Certified that(Nature of Leave) for (Period) days from to is admissible under rule.</p>	
	Dealing Assistant	Assistant Registrar
	<u>Leave credit after sanction of Leave:</u>	
	Earned Leave :	Half Pay Leave :
13	Order of the Authority competent to grant leave: Leave Sanctioned / Refused	
	Registrar/ Director	