

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of applicant/designation & pay _____

2. Court/Office & Section _____

3. House rent & other compensatory allowances drawn in present post _____

4. Nature & period of leave applied _____

5. Grounds on which leave is applied for _____

6. Sundays & holidays, if any, proposed to be prefixed/suffixed to leave _____

7. Date of return from last leave & nature of leave _____

8. I propose/do not propose to avail **L.T.C.** for the block year _____ during ensuing leave _____

9. Address during leave period _____

Signature of Applicant
(with date)

10. Remarks of Presiding Officer/Incharge _____

Signature (with date)
Designation

Name of the Applicant _____

Father's/Husband's Name _____

Designation _____

Place of Posting _____

FOR OFFICE USE

CERTIFIED that as per record _____ Earned/Commuted/HP leave is due. The leave from _____ to _____ is admissible under rule _____ of C.C.S. (Leave) Rules, 1972.

(AUTHORISED OFFICER)

Leave is granted from _____ to _____. The Official on return shall report at the place of his posting.

(COMPETENT AUTHORITY)

No. _____/Leave/Admn. /03

Dated, Delhi the _____

1. Application and sanction order therein in original forwarded to Accounts Branch (Service Book) for necessary action.

2. Copy of the order sent to the official concerned for information.

Superintendent (Admn.)
District & Sessions Judge's Office
Delhi

