

Annexure - 1

(See Rule 22)

Application for leave or for extension of leave

1	Name and Designation	
2	Pay Scale and Pay	
3	Department (i) Office (ii) Branch	
4	Date of birth & Date of retirement	
5	Kind of leave	
6	Rule applicable	
7	Period of leave applied for or extension of leave	
8	Sunday(s) and holiday(s) proposed to be :- (i) prefixed - (ii) suffixed -	
9	Purpose of leave/extension of leave	
10	Last leave availed:- (i) period of leave - (ii) kind of leave -	
11	Address, Contact No. and email ID during the leave period.	

Signature of Applicant

(with Date)

Remarks and/or recommendations of the officer-in-charge.

Signature of Officer-in-charge

(with Date)

Designation _____

For Office Use

Certified that _____ (nature of leave) for _____
(period) from _____ to _____ is admissible under rule
_____.

Signature (with date)

Designation _____

Orders of the sanctioning authority to grant leave.

Signature (with date)

Designation _____