

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of applicant
2. Post held
3. Department, Office & Section
4. Pay
5. House Rent, Conveyance allowance and other compensatory allowances drawn in the present post
6. Nature and period of leave applied for
7. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave
8. Grounds for which leave is applied for
9. Date of return from last leave, nature and period of leave
10. I *propose* do not propose to avail myself of leave travel concession for the block year ----- during the ensuing leave.
11. Address during leave period

Signature of applicant (with date)

Remarks and/or recommendation of Controlling Officer

(Format of application for Casual Leave/Restricted Holiday/Permission to leave Headquarters)

To,

The Under Secretary (Admin),
CSMRS,
New Delhi.

Sir,

I may please be granted Casual Leave for.....day(s) on/from.....
to..... on account of.....

2. I may please be allowed to avail myself of Restricted Holiday(s).....
on.....account of.....

3. I may please be allowed to avail myself of Compensatory Leave (s) on.....
..... Account of.....

Yours faithfully,

()

Name & Designation

(With date)

(Format of application for Casual Leave/Restricted Holiday/Permission to leave Headquarters)

To,

The Under Secretary (Admin,)
CSMRS,
New Delhi.

Sir,

I may please be granted Casual Leave for.....day(s) on/from.....
to..... on account of.....

2. I may please be allowed to avail myself of Restricted Holiday(s) on.....account
of.....

3. I may please be allowed to avail myself of Compensatory Leave (s) on
account of.....

4. I may please be permitted to leave the Station/ Headquarters for going to.....on
.....during the above period of leave.

(Leave address.....
.....

Thanking you.

Yours faithfully,

Signature with date.....

Name (in block letters).....

Designation.....

Division.....

. Delete whichever is not applicable

Recommendation of the higher officers concerned.