

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

