

FORM – 1

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of applicant

:

2. Post held

:

3. Place of posting

:

4. Nature & Period of leave applied
for and date from which required

:

5. Sundays & Holidays, if any proposed
to be prefixed/suffixed to leave

:

6. Grounds on which leave is applied for

:

7. Address during leave period

:

**(Signature of Applicant)
(with date)**

8. Remarks and/or recommendation of the Controlling Officer

**Signature (with date)
(Designation)**

FOR OFFICE USE

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

9. CERTIFIED that _____

_____ (nature of leave) for _____ (period)

from _____ to _____ is admissible under

Rule _____ of the Delhi Higher Judicial Services (Leave) Rules, 2010 /

Delhi Judicial Services (Leave) Rules, 2011.

Signature (with date)
(Designation)

10. Orders of the authority competent to grant leave.

Signature (with date)
(Designation)

FORM - 2

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE
WHILE AVAILING LTC

1. Name of applicant

:

2. Post held

:

3. Place of Posting

:

4. Pay

:

5. Nature & Period of leave applied
for and date from which required

:

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

:

7. Grounds on which leave is applied for

:

8. I propose to avail myself of leave travel :
concession for the block years
.....during the ensuing leave

9. Address during leave period

:

(Signature of Applicant)
(with date)

10.Remarks and/or recommendation of the Controlling Officer

Signature (with date)
(Designation)

FOR OFFICE USE

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

9. CERTIFIED that _____

_____ (nature of leave) for _____ (period)

from _____ to _____ is admissible under

Rule _____ of the Delhi Higher Judicial Services (Leave) Rules, 2010 /

Delhi Judicial Services (Leave) Rules, 2011.

Signature (with date)
(Designation)

10. Orders of the authority competent to grant leave.

Signature (with date)
(Designation)