

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE : DELHI

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 : _____

From _____ to _____

5. Ground on which leave is applied for : _____

6. Sundays & holidays, if any, proposed : _____

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 the 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./2020 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.

Admn. Officer (J) (Admn.)
District & SESSIONS Judge's Office
Delhi