

**APPLICATION FOR LEAVE (EL/EOL/HPL WITH MC/WITHOUT MC)**

1. Name of Applicant
2. Post held
3. Department, office and Section
4. Pay
5. House Rent & other compensatory Allowances drawn in the present post
6. Nature & period of leave applied for and date from which required. (EL/EOL/HPL WITH MC/WITHOUT MC)
7. Sunday & holidays, if any, proposed to be prefixed/ suffixed to leave
8. Grounds on which leave is applied for
9. Date of return from last leave and the period of that leave
10. I propose/do not proposed 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

12. Remarks and/or recommendation of the Controlling Officer

Signature (with date) Designation

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

13. Certified that ..... Nature of leave ..... for ..... (period) from ..... to ..... is admissible under rule of the Central Civil Service (Leave Rules), 1972.

Signature (with date) Designation.

14. Orders of the authority competent to grant leave

PRINCIPAL

**JOINING REPORT**

After availing ..... days Earned / Command/Extra Ordinary/ Half Pay Leave with MC/without MC with effect from ..... to ..... Prefix ..... to ..... and suffix ..... to ..... holidays, I have reported to my duty on F.N./A.N. .... I may kindly be permitted to join my duties.

Your faithfully,