

Indian Institute of Soil Science, Bhopal
FORM NO. 1

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

Note: Item 1 to 11 must be filled in by all applicants whether Gazetted or Non-Gazetted. Item 12 may be filled in only when it is applicable to the Govt. servant concerned.

1. Name of the applicant
2. Leave Rules applicable
3. Post held
4. Department, office and section
5. Pay
6. House rent allowance, conveyance allowance or other compensatory allowance drawn in the present Post
7. Nature and period of leave applied for and the date from which required
8. Sundays and holidays, if any proposed to be prefixed/suffixed to leave
9. Ground on which leave is applied for
10. Date of return from last leave and the nature and period of that leave
11. Leave address if granted
12. I propose / do not propose to avail myself of leave travel concession for the block year

Signature of the applicant (with date)

13. Remarks and / or recommendation of the controlling officer
.....

Date

Signature (with date) & Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

14. Certified that (nature of leave) for
(period) from to is
admissible under Rule of the central civil services (leave)
rules, 1972.

15. Order of the sanctioning authority

Date

Signature (with date) & Designation