

**CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
Kasaragod – 671 124, KERALA**

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of applicant :
2. Post held :
3. Department, Office and Section :
4. Pay :
5. House rent and other compensatory* allowances drawn in the present post :
6. Nature and period of leave applied for and date from which required :
7. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave :
8. Ground on which leave is applied for :
9. Date of return from last leave, and the nature and period of that leave :
10. I propose/do not propose to avail myself of leave travel concession for the block years during the ensuing leave :
11. Address during the leave period :

Signature of applicant (with date)

12. Remarks and/or recommendation of the Controlling Officer :

Signature & Designation (with date)

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 :

Signature (with date)

Designation

* If the application is drawing any compensatory allowance, it should also be indicated in the orders on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.