

NATIONAL INSTITUTE OF TECHNOLOGY : SILCHAR
APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of applicant
2. Post held
3. Department, 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. Grounds 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 leave period

Signature of Applicant (with date)

12. Remarks and/or recommendation of the Controlling Officer

Signature (with date) and Designation.

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

13. Certified that (nature of leave) for (Period) from
..... to is admissibility under Rule of the
Central Civil Services (Leave) Rules.

Signature (with date) and Designation.

14. Orders of the authority competent to grant leave ...

Signature (with date) and Designation.