

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

Application for Earned Leave or for Extension of Leave

01. Name of applicant :
02. Post held :
03. Department, Office and Section :
04. Pay :
05. House rent and other compensatory allowances drawn in the present post :
06. Nature and period of leave applied for and date from which required :
07. Sunday & Holiday, if any, proposed to be prefixed/suffixed to leave :
08. Ground on which leave is applied for :
09. Date of return from last leave, and the nature and period of that leave :
10. I proposed/do not propose to avail myself of L.T.C. 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 & Designation (with date)

Certificate regarding admissibility of leave

13. Certified that(nature of leave) for (period) from to is admissible under Rule of the CCS (Leave) Rules, 1972.

Signature (with date)
Designation

14. Orders of the authority competent to grant leave

Signature (with date)
Designation

* If applicant 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 t the same post or to another post carrying similar allowance.