



অসম বিশ্ববিদ্যালয় সিলচর  
ASSAM UNIVERSITY SILCHAR

**Application for Leave or Extension of Leave**

**(Earned Leave/ Commuted Leave/ Child Care Leave with/without station leave permission)**

01. Name of the Applicant : \_\_\_\_\_
02. Date of joining the University : \_\_\_\_\_
03. Designation : \_\_\_\_\_
04. Name of the Department : \_\_\_\_\_
05. Pay (Basic Pay with Grade Pay) : \_\_\_\_\_
06. House Rent & other compensatory allowances drawn in the present post : \_\_\_\_\_
07. Nature and period of Leave applied for and date from which required : \_\_\_\_\_
08. Sundays & holidays, if any, proposed to be prefixed/suffixed to leave : \_\_\_\_\_
09. Grounds on which leave is applied for : \_\_\_\_\_
10. Date and return from last leave and the nature and period of that leave : \_\_\_\_\_
11. I propose/do not propose to avail myself of leave travel concession for the block year \_\_\_\_\_ during the ensuing leave : \_\_\_\_\_
12. Address with contact number during leave period : \_\_\_\_\_

Signature (with date) and designation

13. Remarks and /or recommendation of the Controlling Officer/Head of the Department : \_\_\_\_\_

**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.

Signature (with date) and designation

15. Orders of the competent authority to grant leave : \_\_\_\_\_

Signature (with date) and designation

**N. B. :- If the applicant is drawing any compensatory allowance, it should also be indicated in the orders of the expiry of leave. The Government servant is likely to return to the same post or to another post carrying similar allowance. In case of any unauthorized leave, action will be taken as per provisions of CCS rule.**