

Vidya Vikas Mandal's
SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS
Margao - Goa
FORM-I (SEE RULE 14)
APPLICATION FORM FOR LEAVE OR EXTENSION OF LEAVE

1. Name of applicant : _____
2. Post held : _____
3. Pay : _____
4. Department, Office and Section : _____
5. House Rent and other Compensatory allowances drawn which required : _____
6. Nature and period of leave : **Earned Leave/Commuted Leave**
7. Number of Days & date from which the leave required : Number of Days:
FROM _____ TO _____
8. Sunday, and holidays, if any proposed to be prefixed/suffixed to leave : PREFIX: _____
SUFFIX : _____
9. Grounds on which leave is applied for : _____
10. Date of 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 ensuring leave : _____
12. Address during the leave period : _____

Signature of applicant
(With date)

13. Remarks and or recommendation of the Controlling Officer.

Signature/Designation
(With date)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

14. Certified that _____ (Nature of Leave) for the _____ (period) from _____ to _____ is admissible under Leave Rule _____ of the Central Civil Services(Leave) Rules, 1972.

Signature (With date)
Designation

15. Orders of the competent authority to grant leave

Signature (With date)
Designation