

College of Agricultural Engineering & Post Harvest Technology
(Central Agricultural University)
Ranipool, Gangtok, Sikkim-737135

APPLICATION FOR LEAVE & EXTENSION OF LEAVE

1. Name of Applicant :í .
 2. Post held :í .
 3. Department/ Section :í .
 4. Basic Pay :í .
 5. HRA & other compensatory :í .
 Allowances drawn in the present post :í .
 6. Nature & period of leave applied for :í .
 And date from which required í .
 7. Sunday & holidays if any proposed :í .
 to be prefix or suffix to leave í .
 8. Ground on which leave applied for :í .
 9. Date of return from the last leave :í .
 And nature & period of the leave í .
 10. I propose to avail myself LTC for :í .
 The Block year during the ensuing :í .
 Leave
 11. Address and contact numbers during :í .
 Leave period í .
 Piní í í í í í Phone/Mobileí í í í í í í í .

Signature of Applicant
(With date)

12. Remarks of recommendation of the :í ...
 controlling officer í ..

Signature of Controlling officer (With date)
Designation

CERTIFICATION REGARDING ADMISSIBILITY OF LEAVE

13. Certify that í í í í í í í í í í .. (Nature of leave) forí í í í í í í í í í ...
 (Period) fromí í í í í í í í í í í í toí í í í í í í í í í í í í í í í . is
 admissible under the ruleí í í í í í í í í í í í í í í í .. of the Central Civil Service
 (Leave) Rules, 1972.

Signature (With date)
Designation

14. Orders of the competent authority to grant leave:

Signature (With date)