

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. NAME OF APPLICATION /DESIGNATION & PAY.....
2. COURT/OFFICE & SECTION
3. HOUSE RENT & OTHER COMPENSATORY
ALLOWANCES DRAWN IN PRESENT
POST.....
4. NATURE & PERIOD OF LEAVE APPLICATION.....
5. GROUNDS ON WHICH LEAVE IS APPLIED FOR.....
6. SUNDAYS & HOLIDAYS, IF ANY,
PROPOSED TO BE PREFIXED/SUFFIXED
TO LEAVE
7. DATE OF RETURN FROM LAST LEAVE &
NATURE OF LEAVE.....
8. I PROPOSE/DO NOT PROPOSE TO AVAIL.....
L.T.C. FOR THE BLOCK YEAR
DURING ENSUING LEAVE
9. ADDRESS DURING LEAVE PERIOD
.....

SIGNATURE OF APPLICANT
(WITH DATE)

10. REMARKS OF PRESIDING
OFFICER/INCHARGE
SIGNATURE (WITH DATE).....
DESIGNATION.....
NAME OF THE APPLICANT
FATHER'S/HUSBAND'S NAME
DESIGNATION
PLACE OF POSTING
E.C.CODE.....

FOR OFFICE USE

CERTIFIED that as per record _____ Earned/Commuted/HP leave is due.
The leave from _____ to _____ is admissible under rule _____
_____ of C.C.S. (Leave) Rules, 1972.

(AUTHORISED OFFICER)

Leave is granted from _____ to _____. The Official on return shall
report at the place of his posting.

(COMPETENT AUTHORITY)

No. _____/Leave/Admn. /03 Dated, Delhi the _____

1. Application and sanction order therein in original forwarded to Accounts Branch
(Service Book) for necessary action.
2. Copy of the order sent to the official concerned for information.
Superintendent (Admn.).....
District & Sessions Judge's Office
Delhi