

FORM – 1

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

- 1. Name of applicant : _____

- 2. Post held : _____

- 3. Place of posting : _____

- 4. Nature & Period of leave applied : _____
for and date from which required

- 5. Sundays & Holidays, if any proposed : _____
to be prefixed/suffixed to leave

- 6. Grounds on which leave is applied for : _____

- 7. Address during leave period : _____

**(Signature of Applicant)
(with date)**

8. Remarks and/or recommendation of the Controlling Officer

**Signature (with date)
(Designation)**

FOR OFFICE USE

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

9. CERTIFIED that _____

_____ (nature of leave) for _____ (period)

from _____ to _____ is admissible under

Rule _____ of the Delhi Higher Judicial Services (Leave) Rules, 2010 /

Delhi Judicial Services (Leave) Rules, 2011.

Signature (with date)

(Designation)

10. Orders of the authority competent to grant leave.

Signature (with date)

(Designation)

FORM - 2

**APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE
WHILE AVAILING LTC**

1. Name of applicant : _____

2. Post held : _____

3. Place of Posting : _____

4. Pay : _____

5. Nature & Period of leave applied : _____
for and date from which required _____

6. Sundays & holidays, if any, proposed : _____
to be prefixed/suffixed to leave _____

7. Grounds on which leave is applied for : _____

8. I propose to avail myself of leave travel : _____
concession for the block years
.....during the ensuing leave _____

9. Address during leave period : _____

**(Signature of Applicant)
(with date)**

10. Remarks and/or recommendation of the Controlling Officer

**Signature (with date)
(Designation)**

FOR OFFICE USE

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

9. CERTIFIED that _____

_____ (nature of leave) for _____ (period)

from _____ to _____ is admissible under

Rule _____ of the Delhi Higher Judicial Services (Leave) Rules, 2010 /

Delhi Judicial Services (Leave) Rules, 2011.

Signature (with date)

(Designation)

10. Orders of the authority competent to grant leave.

Signature (with date)

(Designation)