

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI

No.F.20-1/2015(E)/Estt.I

Dated : 30.08.2017

OFFICE MEMORANDUM

On perusal of the previous records it is found that some of the request for grant of the EL/HPL/Commuted Leave have been received in the Faculty Cell on plain paper whereas CCS (Leave) Rules, 1972 sub-rule-14 says that the application for grant of leave is to be submitted in the prescribed proforma through proper channel. Forwarding Authority will forward the application to the faculty cell with his/her recommendation on the specified place provided in the leave application proforma.

It is therefore requested to all the concerned faculty to submit his/her application for grant of leave, if any, in the prescribed proforma through proper channel.

(B.K. SINGH)

ADMINISTRATIVE OFFICER

Encl. : Proforma of application

Copy for information and necessary action to :-

- 1) The Chief of the Centre
- 2) All the HOD of the Concerned Department
- 3) The Computer Facility for uploading the proforma on the website and on personal e-mail of the faculty.
- 4) Circular file

sayeev

Also circulate to all
CF staff

10
6/9

THE SECOND SCHEDULE

[See Rule 3 (h)]

FORM 1

[See Rule 14]

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of applicant :
2. Post held :
3. Department, Office and Section :
4. Pay :
5. House Rent and other Compensatory Allowance :
drawn in the present post
6. Nature and period of leave applied for and date from :
Which required
7. Sunday and holidays, if any, proposed to be :
Prefixed/suffixed to leave
8. Grounds on which leave is applied for :
9. Date of return from last leave, and the nature and :
Period of that leave
10. I propose/do not propose to avail myself of leave travel :
Concession for the block years _____ during the
ensuing leave _____
11. Address during leave period

Signature of Applicant
(with date)

12. Remarks and/or recommendation of the Controlling Officer:

Signature (with date)
Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

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

Signature (with date)
Designation

14. Orders of the authority competent to grant leave

Signature (with date)
Designation