

आकस्मिक अवकाश/प्रतिबंधित अवकाश के लिए आवेदन प्रपत्र

APPLICATION FOR CASUAL LEAVE/RESTRICTED LEAVE

कर्मचारी कोड संख्या

EMPLOYEE CODE NO.

आवेदक के नाम

NAME OF THE APPLICANT

पद

POST HELD

अनुभाग/खण्ड

SECTION/WING

छुट्टी का स्वरूप

NATURE OF LEAVE

छुट्टी के दिनों की संख्या

NO. OF DAYS CL/RH

अवधि

PERIOD

उद्देश्य

PURPOSE

क्या मुख्यालय छोड़ने की अनुमति की

आवश्यकता है

WHETHER STATION LEAVE PERMISSION IS
REQUIRED

छुट्टी के दौरान पता

ADDRESS DURING THE LEAVE

तिथि:

Dated.

आवेदक का हस्ताक्षर

Signature of the applicant

नियंत्रक पदाधिकारी का हस्ताक्षर

Signature of the controlling officer

टिप्पणी यदि कोई हो तो

Remark if any

FORM-1 (RULE-14)
APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of the applicant :
2. Post held :
3. Department, office and section :
4. Pay :
5. House rent and other compensatory Allowances drawn in the present post :
6. Nature and period of leave applied for And date from which required :
7. Sundays 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 :
11. Address during leave period :

Signature of applicant
(with date)

12. Remarks and/or recommendation of the controlling officer

Signature & 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.

Asst. Accounts Officer/Estt.-1

14. Orders of the authority competent to grant leave

Signature & designation

APPLICATION FOR CHILD CARE LEAVE

1. Name of the Applicant : _____
2. Designation : _____
3. Dept/Office/Section : _____
4. Name of Child for whom Child Care leave is applied for : _____
5. Date of Birth of the Child : _____
6. Date on which child will be attaining 18 years. : _____
7. Is the child among the two eldest Children : Yes/No
8. EL in credit (as on date) : _____
9. Period of Leave- Days : From _____ To _____
Prefix/Suffix of holidays, if any : _____
10. Reason(s) for leave applied for : _____
11. Total Child Care Leave availed till date : _____
12. (a) Whether permission to leave station is required : Yes/No
(b) If Yes, Address during leave period : _____
: _____
: _____
13. Date of return from last leave, & nature and period of that leave : _____

Date : _____

Signature of applicant
Pay Card No. _____

Remarks of Controlling Officer

Leave Recommended / Leave Not Recommended.

Date : _____

Signature _____
Designation _____
Office _____

Part – B (to be filled in the Bill Section)

1. The net entitled on account of leave travel concession works out to Rs. _____ as detailed below:-

| | |
|---|-----------|
| (a) Railway/Air/Bus/Steamer fare | Rs. _____ |
| (b) Less amount of advance drawn vide Voucher No. _____ date _____ | Rs. _____ |
| Net Amount | Rs. _____ |

2. The expenditure is debitable to

Initial of Bill Clerk

Signature of Drawing & Disbursing Officer

Counter signed

Certified that necessary entries have been made in the Service Book of
Shri/Shrimati/Miss _____

**Signature of the officer authorised to attest
Entries in the Service Book.**

Passes for Rs. _____ Rupees _____

Signature of Controlling Officer

G.A.R 1-C

Sub Bill No. _____

LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR _____ TO _____

Note:- This bill should be prepared in duplicate-one for payment and the other as office copy.

PART – A (To be filled up by Government Servant)

| | | |
|----|---------------------------------------|-----------------------|
| 1. | Name of the Government Servant | |
| 2. | Designation | |
| 3. | PAY + SI + NPA | |
| 4. | Headquarters | |
| 5. | Nature and period of leave sanctioned | From: _____ To: _____ |

| | | | | |
|----|---|---------|-----|--|
| 6 | Particulars of members of family in respect of whom the L.T.C has been claimed. | | | |
| | Sl.No. | Name(s) | Age | Relationship with the Government Servant |
| | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| | 4. | | | |
| | 5. | | | |
| 6. | | | | |

| | | | | | | | | | |
|---|--|--------------------------------------|-------------|----|------------------|--|--------------|-----------|---------|
| 7 | Details of journey(s) performed by Government servant and the members of his/her family. | | | | | | | | |
| | Departure | | Arrival | | Distance in Kms. | Mode of travel & class of accommodation used | No. of fares | Fair paid | Remarks |
| | Date & Time | From | Date & Time | To | | | | | |
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| | 8 | Amount of advance, if any, drawn Rs. | | | | | | | |

| 9. | Particulars of journey(s) for which higher class of accommodation than the one to which the Government Servant is entitled was used. (Sanction No. and date to be given) | | | | | | |
|----|--|----|--------------------|-------------------------|-----------------------------------|--------------|-----------|
| | From | To | Mode of conveyance | Class to which entitled | Class by which actually travelled | No. of fares | Fare paid |
| | | | | | | | Rs. P. |
| | | | | | | | |
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| 10. | Particulars of journey(s) performed by road between places connected by rail | | | | |
|-----|--|----|-------------------------|-----------|----|
| | Nature of Place | | Class to which entitled | Rail fare | |
| | From | To | | Rs. | P. |
| | | | | | |
| | | | | | |
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Certified that the:-

1. Information, as given above is true to the best of my knowledge and belief; and
2. That my husband/wife is not employed in Government service/ that my husband/wife is employed in government service and the concession has not been availed of by him/her separately or himself/herself or for any of the family members of the concerned block of _____ years.

Date : _____

Signature of Government Servant

CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT

1. I have not submitted any other claim so for Leave Travel Concession in respect of myself or my family members in r/o the block of the years _____ and _____
2. I have already drawn TA for the Leave Travel Concession in respect of journey performed by me/my wife with _____.. children. The claim is in respect to the journey performed by my wife/myself with _____children none of whom travelled with party on the earlier occasion.
3. I have not already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with _____.. children/ _____children in respect of the block of two years _____ and _____. This claim in respect of the journey performed by my wife with _____..children/ _____ children none of whom availed of the concession relating to the block.
4. I have already drawn TA for the Leave Travel Concession in r/o a journey performed by me in the year _____ in r/o of block of two years _____ and _____.. This claim is in r/o of the journey performed by me in the year _____.. This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from place of work.
5. The journey has been performed by me/my wife _____..children/ _____..children to be the declare home town viz.
6. That my husband/wife is employed in Government.
That my husband/wife is employed in Government Service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members of the concerned block of two years.
7. Certified that my wife/husband for whom L.T.C is claimed by me is employed in _____ (Name of the Public Sector Undertaking/Corporation/Autonomous body etc.) which provides Leave Travel Concession Facilities but he/she has not preferred and will not prefer, any claim in this behalf from his/her employer.
8. Certified that my wife/husband for whom L.T.C is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous body financed wholly or partly owned by the Central Government Local Body which provides L.T.C facilities to its employees and their families.

Signature of Government Servant