



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2
वसंत कुंज, नई दिल्ली-110070

Application Form For Earned Leave/Commuted Leave/Extension of Earned Leave

1. Name of the applicant and designation :
2. Employee Code :
3. Basic Pay :
4. Nature and Period of Leave applied for and date from which required :
5. Sunday and holidays, if any proposed to be prefixed/suffixed to leave : Prefixed:
Suffixed:
6. Permission for Station Leave required (Yes/No) :
7. Ground on which leave is applied for :
8. Date of return from last leave, and nature and period of that leave :
9. I proposed /do not propose to avail myself of Leave Travel Concession for the Block-Year _____ during the ensuing leave :
10. Address during leave period :

(Signature of applicant)
(with date)

11. Remarks and/or recommendation of the Controlling Officer.

Signature (with date)
Designation:

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

Certified that _____ (Nature of leave) for _____
(period) from _____ to _____ is admissible under Rule 26 of the Central Civil
Services (Leave) Rules, 1972.

Signature (with date)
Designation:

Orders of the authority competent to grant leave.

Signature (with date)

National Book Trust India

'Nehru Bhawan' 5, Institutional Area, Phase II, Vasant Kunj,

New Delhi 110 070

I hereby report myself for duty this day, the _____ forenoon/afternoon after availing of leave from _____ to _____ with permission to prefix _____ and suffix _____.

The fitness certificate is enclosed.

1. Certified that I and/or my family members continued to reside in Delhi/New Delhi for which compensatory and house rent allowance has been claimed during the period of my leave. certified that I continued to maintain my house and to incur the whole or considerable part of the expenditure on rent for which the allowance was granted during the period of my leave.

Encl : _____

Date : _____

Signature : _____

Name : _____

Designation : _____

Section : _____

This is to certify that Shri/Miss/Mrs. _____ reported for duty on _____ forenoon/afternoon after availing of leave, from _____ to _____. He/She is posted to _____ Section from where he /she proceeded on leave.

Asstt. Director (Estt.)

NATIONAL BOOK TRUST, INDIA