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OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
UDYAN VIHAR, NARANGI, GUWAHATI- 781171

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**IMPORTANT CIRCULAR NO. 41**

No. AN/II/443/Order/MO/Ghy/Vol-I

Date: 15.09.2014

To

1. All Sections of MO CDA Guwahati
2. All Sub-Offices (As per Standard List)
3. PA to CDA
4. Subject File

**Sub: Format for Application of leave or extension of leave.**

Of late it is observed that proper format for sanction of leave or extension of leave for Officers and Staffs is not followed by sub-offices and various section of Main Office of CDA Guwahati at the time of application for regular leave viz. EL/HPL etc.

It has now been decided to direct all the staffs and officers whose leave is sanctioned or leave account is maintained by MO CDA Guwahati to submit the leave application as per ANNEXURE-"1" at the time of application for leave at their section / offices or through MO CDA Guwahati.

Contents of this letter may please be got noted by all.

The matter may please be treated as **top priority**.

-sd-

**Dy. Controller (AN-II)**

Copy to;

1. The Officer-in-Charge  
EDP Centre (Local)

} for uploading in the official website of CDA Guwahati.

*Abanind De*  
**Sr. Accounts Officer (AN-II)**

**FORM-1**  
**(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 Allowances 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 to avail myself of Leave Travel Concession for the block years 2014-2017 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 Service (Leave) Rules, 1972.

Signature (with date)

Designation

# 14. Orders of the authority competent to grant leave.

Signature (with date)

Designation

# If the applicant is drawing any compensatory allowance, it should also be indicated in the orders on the expiry of leave, the Government servant is likely to the same post or to another post carrying similar allowance.