

See Rule 3 (h)
FORM 1
(See Rule 14)
APPLICATION FOR LEAVE OR EXTENTION 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 Holiday, if any, proposed to be prefixed/ suffixed to leave _____
- 8 Ground on which leave is applied for _____
- 9 Date of return from last leave, and the nature and period of that leave _____
- 10 Proposed/do not propose to avail myself of leave travel concession for the block year _____ during the ensuing leave _____
- 11 Address during leave period _____

Signature of Applicant
(Designation)

- 12 Remark 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 _____ Permissible under Rule _____ of the Central Civil Services, (Leave) Rules, 1972.

Signature(with date)
(Designation)

- 4 Orders of the Authority Competent to grant _____

Signature (with date)
(Designation)