

( See Rule 3 (h) )

FORM - I

( 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 & Other compensatory allowance drawn in the present post :
6. Nature and period of leave applied for and date from which required :
7. Sunday & 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 ensuring leave :
11. Address during leave period :

Signature of Applicant  
( with date )

12. Remarks and or recommendation of the Controlling Officer :

Signature ( with date )  
Designation

13. Certified that \_\_\_\_\_  
( nature of leave for \_\_\_\_\_  
( period from \_\_\_\_\_  
admissible under Rule \_\_\_\_\_  
of Central Civil Services ( Leave ) Rules, 1972.

Signature ( with date )  
Designation

14. Orders of the authority competent to grant leave :

Signature ( with date )  
Designation