

[ See Rule 3 (h) ]  
**FORM 1**

[ See Rule 14 ]

**APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE**

<b>1.</b>	<b>Name of the applicant</b>	
<b>2.</b>	<b>Post held</b>	
<b>3.</b>	<b>Department, Office &amp; Section</b>	
<b>4.</b>	<b>Pay</b>	<b>Rs.</b>
<b>5.</b>	<b>House rent and other compensatory allowances drawn in the present post.</b>	
<b>6.</b>	<b>Nature and period leave applied for and date from which required.</b>	
<b>7.</b>	<b>Sundays &amp; holidays, if any, proposed to be prefixed/suffixed to leave.</b>	
<b>8.</b>	<b>Grounds on which leave is applied for</b>	
<b>9.</b>	<b>Date of return from last leave, &amp; the nature and period of that leave.</b>	
<b>10.</b>	<b>I propose/ do not propose to avail myself of leave travel concession for the block years during the ensuing leave.</b>	
<b>11.</b>	<b>Address during leave period</b>	

**Signature of the Applicant  
(with date)**

**12. Remarks & / or recommendation of the Controlling Officer.**

**Signature (with date)  
Designation**

