

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 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 Holiday, if any proposed to be prefixed /suffixed to leave
- 8. Ground of which leave is applied for.....
- 9. Date of return from last leave and the for nature and period of leave
- 10 I proposed / do not – propose to avail myself of leave travel concession for the block –years.....
during the assuring year
- 11 Address during leave period

Signature of application
(with date)

- 12 Remarks and / or recommendation of the controlling officer

CERTIFICATE REGARDING ADMISSIBLE OF LEAVE

- 13. Certifier that (Nature of leave) for
.....(Period of leave) from
to is admissible under rule
of the Central
Civil Service (leave) Rule 1972.

Signature (With date)
Designation

- 14 Order of the authority competent to grant leave.....

Signature (With date) Designation