

(FORM – 1)
(See Rule 14)

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of applicant : _____
2. Post held : _____
3. Department Office & Section : _____
4. Pay : _____
5. House rent and other compensatory allowance drawn in 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. Ground on which leave is applied for : _____
9. Date of return from last leave and the nature and period if that leave: _____
10. I proposed /do not proposed to avail myself of leave travel concession for the block years _____ during the ensuing leave : _____
11. Address during the leave period : _____

Signature of Applicant
(with date)

12. Remarks and /or recommendation of the Controlling office

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, 1992.

Signature (with date)
Designation