

FORM - I
(See Rule - 14)

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE.

1. Name of the 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. Sundays and 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 year during the ensuing leave.
11. Address during leave period :

Signature of applicant
(with date)

12. Remarks / and / or recommendation of the controlling Officer. :

Signature (with date)
Designation.

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

13. Certified that
for
.....
and
is admissible under Rule of
Central Civil Service (Leave) Rules, 1972 and balance of leave at credit excluding the above
leave as on date, is as follows :

- 1. E.L. days.
- 2. HPL days.

14. Remarks of the Leave Section :

Signature (with date)
Designation

15. Orders of the authority competent
to grant leave :

Signature (with date)
Designation

Sn/-