

F O R M – I

(See Rule – 14)

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name :
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. Propose/do not propose to avail myself of Leave Travel Concession for the block years _____ during the ensuing leave :
11. Address during leave period :

Signature of applicant
with date

12. Remarks/Recommendation of the Controlling Officer.

Signature (with date)
Designation

