

FORM-1
(See Rule -14)

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of applicant :-
2. Post held :-
3. Department/Office/Section :-
4. Pay :-
5. House rent & other compensatory allowances draw in the present post :-
6. Nature & Period of leave applied for and date from which required. :-
7. Sunday & holiday if any proposed to be prefixed/suffixed to leave. :-
8. Ground on which the leave is applied :-
9. Date of return from last leave and the nature/period of that leave. :-
10. I proposed/do not proposed to avail leave travel concession for the block year. :-
11. Address during the leave :-

Signature of the applicant with date

12. Remarks & Recommendation of of the Controlling Officer

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

Certificate that _____ (nature of leave for _____ from _____ to _____ is admissible under rule _____ of the centre.

Signature (with seal & designation)

13. Orders of the authority competent to grant leave.

Signature (with seal & designation)