

[ See Rule 3 (h) ]  
FORM 1

[ See Rule 14 ]

**APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE**

1.	Name of the applicant	
2.	Post held	
3.	Department, Office & Section	
4.	Pay	Rs.
5.	House rent and other compensatory allowances drawn in the present post.	
6.	Nature and period leave applied for and date from which required.	
7.	Sundays & 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, & the nature and period of that leave.	
10.	I 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 the Applicant  
(with date)

12. Remarks & / or recommendation of the Controlling Officer.

Signature (with date)  
Designation