

**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 year \_\_\_\_\_ 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 \_\_\_\_\_ days period from \_\_\_\_\_ to \_\_\_\_\_ is admissible under Rule \_\_\_\_\_ of the Central Civil Service (Leave) Rules, 1972.

Signature (with date)  
Designation