

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

(See Rule - 14)

**FORM - I**

1. Name

2. Post held

3. Department, Office and Section

4. Pay Rs. /-

5. House rent and other compensatory allowances drawn in the present post Rs. /-

Rs. /-

6. Nature and period of leave applied for and date from which required.

From  To

7. Sundays and Holidays, if any, proposed to be  prefixed/  suffixed to leave.  Yes  No

8. Grounds on which leave is applied for

9. Date of return from last leave and the nature and period of that leave

From  To

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

date

12. Remarks/Recommendation of the controlling officer

Signature

date

Designation