

**(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 years \_\_\_\_\_ 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 \_\_\_\_\_ period from \_\_\_\_\_ to \_\_\_\_\_ is admissible under Rule \_\_\_\_\_ of the Central Civil Service (Leave) Rules, 1992.

Signature (with date)  
Designation