

**FORM - I**  
**[See Rule 14]**

**APPLICATION FOR LEAVE OR FOR EXTENTION OF LEAVE**

1. Name of applicant : \_\_\_\_\_
2. Post held : \_\_\_\_\_
3. Department, Office & Section : \_\_\_\_\_
4. Pay : \_\_\_\_\_
5. House rent & other Compensatory Allowance  
drawn in the present post : \_\_\_\_\_
6. Nature and period of 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 and the nature  
and period of that leave : \_\_\_\_\_
10. I propose/do not propose to avail myself to  
leave travel concession for the block  
year \_\_\_\_\_ during the ensuring leave : \_\_\_\_\_
11. Address during the leave period : \_\_\_\_\_  
\_\_\_\_\_

Signature of applicant  
(with date)

12. Remarks and/ or recommendation  
of Controlling Officer : \_\_\_\_\_

Signature  
(with date) : \_\_\_\_\_

Designation : \_\_\_\_\_