

FORM 1  
[see Rule 14]  
**APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE**

1	Name of Applicant	
2	Post Held	
3	Department, Office and Section	
4	Pay	
5	House Rent and Other Compensatory Allowances drawn in the present post	
6	Nature and Period of leave applied for and date from which required	
7	Sundays and 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 years.....during the ensuing leave.....	
11	Address during leave period	

Signature of Applicant  
(with date)

12. Remarks and /or recommendation of the Controlling Officer

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 Services(Leave) Rules,1972.

Signature (with date)  
Designation

14. Orders of the authority competent to grant leave

Signature (with date)