

THE SECOND SCHEDULED

{ See Rule 3 (h) }

Form-I

{ See Rule 14 }

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of applicant : _____
2. Post held : _____
3. Department : _____
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 leaves is applied for : _____
9. Date of return from last leave and the nature and period of the leave : _____
10. I proposed do not propose to avail myself of leave travel concession for the block years : _____
11. Address during leave period : _____

**Signature of applicant
(with date)**

12. Remarks and or recommendation of the Controlling Officer : _____

**Signature (with date)
Designation**