

**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 and other compensatory allowances drawn in the present post : \_\_\_\_\_
6. Nature and period of leave applied for & date from which required : \_\_\_\_\_  
\_\_\_\_\_
7. Sundays 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 and the nature and period of that leave. : \_\_\_\_\_
10. I proposed/do not propose to avail myself of leave travel concession for the block year : \_\_\_\_\_
11. Address during leave period : \_\_\_\_\_

*Signature of applicant (with date)*

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

*Signature & Designation of Controlling officer  
(with date)*

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

13. Certified that \_\_\_\_\_ for \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_  
admissible under Rule \_\_\_\_\_ of the Central Civil Service (Leave Rule, 1972).

Signature (with date)  
Designation