

**Form -1**  
**(See Rule - 14)**

**APPLICATION FOR LEAVE/EXTENSION OF LEAVE**

1. **Name of the applicant** :
2. **Post Held** :
3. **Section/Telephone No.** :
4. **Pay** :
5. **House Rent and other compensatory allowances drawn at present** :
6. **Nature & period of leave applied for and date from which required** :
7. **Saturday/Sunday and Holiday, 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 nature and period of that leave** :
10. **I proposed/do not propose to avail my self of leave concession for the block year.....** :
11. **Address during leave** :

**Signature of Applicant**  
**(with date)**

12. **Remarks and or/recommendations of the controlling officer** :

**Signature (with date)**  
**Designation:**