

F O R M- 1 (See C.C.S. (Leave) Rules-14)

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of Applicant :
2. Post held :
3. Department :
4. Pay :
5. House rent & other allowances
Drawn in the present post :
6. Nature & period of leave applied
For & date of which required. :
7. Sunday & Holidays, if any proposed
to be prefixed/suffixed to leave. :
8. Date of return from last leave and
the nature and period of that leave. :
9. Grounds on which leave is applied
for. :
10. I proposed/do not propose to avail
my self of leave travel concession
for the block year
during the ensuing leave. :
11. Address during the leave :

12. Contact No.
13. In the event of my designation/retirement from service, I undertake
to refunded:
 - i) The difference between the leave salary drawn during commuted leave and
the admissible during half pay leave, which would not have been admissible
and sub-rule or rule 30 not been applied.

 - ii) The leave salary drawn during leave and due which would not have been
admissible and sub-rule (i) or rule 21 not been applied.

Date:

Station: _____ (Signature of applicant)

2. Remarks and or recommended of the Controlling Officer.

Date:

Signature:-

Designation:-