

THE SECOND SCHEDULED

[See Rule 3 (g)]

FORM--I

(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 & Holidays, if any, proposed to be :
prefixed / suffixed to leave
8. Ground on which leaves 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 :
of leave concession for the block year 2010
11. Address during leave period :

Signature of applicant
(with date)

12. Remarks and / or recommendation
of the Controlling Officer

Signature (with date)

Designation-----