**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, holidays, if any proposed to be prefixed/suffixed to leave | : | …………………………………………………. |
| 8. | Grounds on which leave is applied for | : | ………………………………………………….. |
| 9. | Date of return from last leave and the nature and period of that leave | : | …………………………………………………. |
| 10. | I proposed/ do not propose to avail myself of leave travel concession for the block years .. | : | …………………………………………………... |
| 11. | Addressing during leave period | : | ………………………………………………….. |
|  |  |  | Signature of applicant  (with date) |
| 12. | Remarks and –or- recommendation of the Controlling Officer | : | ………………..…………………………………  Signature (with date)  Designation |
|  |  |  |  |