

[See Rule 3 (h)]

FORM -1

(See Rule-14)

**APPLICATION FOR EARNED/COMMUTED/HALF PAY/EXTRA ORDINARY 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.	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 the nature and period of that leave	:	
10.	I propose/do not propose to avail myself of leave Travel Concession for leave block Year _____ during the ensuing leave	:	
11.	Address during leave period	:	
			<u>Signature of Applicant</u> (with date)
12.	Remarks/recommendation of the Controlling Officer		<u>Signature (with date)</u> Designation

***CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE***

13.	<p>Certified that ..... (nature of leave) for..... (period) from ..... to ..... is admissible under Rule..... of the Central Civil Services Leave Rules 1972.</p> <p>Date : _____ Dealing Assistant      S.O./Asstt.(Estt.)      AR/DR(Estt)</p>		
14.	<p>Order of the Authority Competent to grant leave.</p> <p style="text-align: center;"><b><i>Leave Granted/Not Granted.</i></b></p> <p style="text-align: right;"><b><u>Registrar</u></b></p>		