

**For Group A & B
(Teaching & Non-teaching)**

[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	