

For Group A&B
(Teaching and 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		
			Signature of the Applicant (with date)
12.	Remarks/ recommendation of the controlling Officer		Signature (with date) Designation
13	Remarks/ recommendation of HoD/HoC/HoS		Signature (with date) Designation

Establishment Section