

FORM I

[See rule 15]

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

- 1. Name of applicant
- 2. Post held
- 3. Department/Office
- 4. Pay
- 5. House rent and other compensatory allowances draw in the present post
- 6. Nature and period of leave applied for and date from which required
- 7. Sundays and 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 of period of the leave
- 10. Address during leave period
- 11. In the event of my resignation or voluntary retirement from service, I undertake to refund :-
 - (i) the difference between the leave salary drawn during commuted leave and that admissible during half pay leave, which would not have been admissible had sub-rule (1) of rule 29 not been applied ; -
 - (ii) the leave salary drawn during leave not due which would not have been admissible had sub-rule (1) of rule 30 not been applied.

12. Certificate regarding admissibility of leave.

Signature of applicant
(with date)

Certified that -----

(nature of leave) for (period) ----- from -----
to ----- is admissible under rule
the Civil Service (Leave Rules, 1979)

Signature (with date)
Designation

13. Remarks and/or recommendation of the Controlling Officer

Signature (with date)

14. Order of the authority competent grant leave

Signature (with date)
Designation