

**FORM**  
**( See Rule 14 )**

**APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE**

1. Name of applicant : \_\_\_\_\_
2. Post held : \_\_\_\_\_
3. Department, Office 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. Sundays and Holidays, if any process- : \_\_\_\_\_  
sed to be pre-fixed/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 proposed/do not proposed to avail : \_\_\_\_\_  
myself of leave travel concession for  
the block years during the ensuing leave
11. Address during leave period : \_\_\_\_\_

*Signature of applicant*  
*( with date )*

12. Remarks and/or recommendation of : \_\_\_\_\_  
the Controlling Officer

*Signature ( with date )*  
*Designation*