

**(FORM I)**  
**[See Rule 14]**  
*Application for leave/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. 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 and period of that leave ...
10. I propose/do not propose to avail myself to leave travel concession for the block years-----during the ensuing leave. ...
11. Address during leave period ...
12. 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 the half-pay leave which would not have been admissible had sub-rule (1) of rule 30 not been applied:
  - (ii) the leave salary drawn during leave not due which would not have been admissible had sub-rule (1) of rule 31 not been applied.

Signature of the applicant  
(with date)

13. Remarks and/or recommendation of the Controlling officer.

Signature (with date)

*Certificate regarding admissibility of Leave*  
**(By Audit officer in case of Gazetted officer)**

14. Certified that .....(nature of leave) for (period).....  
From.....to.....is admissible under rule.....  
Of the Central Civil Service (Leave) Rule, 1972.

Signature (with date)  
Designation.

15. Orders of the authority competent to grant leave.

Signature (with date)  
Designation.