

FOR IPS/DANIPS OFFICERS

[See Rule 3 (h)]

FORM 1

[See Rule 14]

APPLICATION FOR EARNED LEAVE OR FOR EXTENSION OF LEAVE

1.	Name of the applicant	
2.	Post held	
3.	Department, Office & Section	
4.	Pay	Rs.
5.	House rent and other compensatory Allowances drawn in the present post.	
6.	Nature and period leave for and date from which required.	
7.	Sundays & holidays, if any, be prefixed/suffixed to leave.	
8.	Grounds on which leave is applied for	
9.	Date of return from last leave & nature and period of that leave.	
10.	I propose/ do not propose to avail myself of leave travel concession for the block years _____ during the ensuing leave.	
11.	Address during leave period	

Signature of the Applicant
(with date)

Remarks & Recommendation of the
Controlling Officer (SP/SSP/DIG)

Signature (with date)
Designation

Note: Please send the Form-I to Ad. O. office so that same could be put up to senior officers on file.