

THE SECOND SCHEDULE

[See Rule 3 (h)]

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

- 1. Name of Applicant:
- Post held:
- 3. Department, Office and Section:.....
- 4. Pay
- 5. House rent and other compensatory allowances drawn in the present post
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- 6. Nature and period of leave applied for 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 the leave
- 10. I propose to avail myself of leave of leave travel concession for the block years..... during the ensuin leave
- 11. Address during leave period
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Signature of the Applicant
(with date)

- 12. Remarks and/ or recommendation of the Controlling Officer

Signature (with date)
Designation

CERTIFICATE REGRADING ADMISSIBILITY OF LEAVE

13. Certified that.....(nature of leave) for.....(period) from..... to.....is admissible under Rule..... of the Central Civils Service (Leave) Rules, 1972.

Signature (with date)
Designation

- 14. Orders of the authority competent to grant leave.

Signature (with date)
Designation

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If the applicant is drawing any compensatory allowances, it should be indicated in the orders on the expiry of leave, the government servant is likely to return to the same post or to another post carrying similar allowances.