

THE SECOND SCHEDULE

[See Rule 3(h)]

FORM 1

[See Rule14]

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of applicant
2. Post held
3. Department, Office and Section
4. Pay
5. House rent and other compensatory allowance 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 proposed/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 Applicant
(with date)**

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

**Signature (with date)
Designation**

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

13. Certified thatnature of leave)for(period)
from to is admissible under Rule
..... of the Central Civil Services (Leave) Rules.1972.

**Signature (with date)
Designation**

14. Orders of the authority competent to grant leave.

**Signature (with date)
Designation**

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