

**THE SECOND SCHEDULE (See Rule 3 (h) FORM I (See Rule 14) APPLICATION FOR LEAVE OR 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 for which required .....
7. Sunday/holidays, if any, proposes to prefix/suffixed to leave. ....
8. Ground on which leave is applied for .....
9. Date of return from last leave & the nature & period of the 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 the 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 half pay leave, which would not have been admissible had Sub Rule. ....
  - ii) Of Rule 30 not been applied .....
  - iii) The leave salary drawn during Leave not due, which would not have Been admissible had Sub-Rule (I) of Rule 31 not been applied. ....

(Score out whether be not applicable)

Signature of the applicant.

Date.....

Remarks and or recommendation of the Controlling Officer.

Signature designation

Date.....