

THE SECOND SCHEDULE
(See Rule 3 (h))
FORM – 1
(See Rule – 14)

APPLICATION FOR LEAVE OR FOR EXTENSION OR LEAVE

1. Name of applicant :
2. Post held :
3. Department, Office & 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, Saturdays and Holidays, if any proposed to be prefixed/suffixed to leave. :
8. Ground 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 proposed to Avail myself of leave travel Concession for the blockyear during the ensuing leave. :
11. Address, during leave period :

(Signature of applicant)
(with date)

12. Remarks and recommendation of Controlling Officer.

Signature & Designation
(with date & seal)