

THE SECOND SCHEDULE  
(SEE RULE- 3 (B))  
FOR- 1

**APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE**

- 1. Name of applicant :- .....
- 2. Post held :- .....
- 3. Department / office and sanction :- .....
- 4. Pay :- .....
- 5. House rent and other compensatory } allowances 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 } .....
- 9. Date of return from last leave, and the } nature and period of that leave } .....
- 10. I proposed/do not proposed to avail } myself leave travel concession for the } block years } .....
- 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 that ..... (nature of leave)  
for ..... (period) from ..... to  
..... is admissible under Rule ..... of the 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 be indicated in the .....  
the expiry of leave, the Government servant is likely to return to the same post or to .....  
carrying similar allowances.

