

THE SECOND SCHEDULE

[See Rule 3 (h)]

FORM 1

[See Rule 14]

APPLICATION FORM FOR EARNED LEAVE OR EXTENSION OF LEAVE

1.	Name of Applicant	:			
2.	Post held	:			
3.	Department, Office and Section	:			
4.	Pay	:	BASIC PAY=Rs. + G. P.=Rs.		
5.	House Rent and other Compensatory Allowances drawn in the present post	:			
6.	Nature and period of leave	:	Earned Leave/Commuted Leave		
7.	Number of Days & date from which the leave required		Number of Days:		
			FROM		TO
8.	Sunday, and holidays, if any proposed to be prefixed/suffixed to leave		PREFIX:		
			SUFFIX :		
9.	Grounds on which leave is applied for	:			
10.	Date of return from last leave and the nature and period of that leave	:			
11.	I propose/do not propose to avail myself of leave travel concession for the block years_____ during the ensuing leave_____	:			
12.	Address during the leave period & Phone/Mob. No.	:			

Signature of applicant

(With date)

13. Remarks and or recommendation of the Controlling Officer.

Signature/Designation

(With date)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

14. Certified that (Nature of Leave) for _____ (period/days) from_____ to_____ is admissible under Rule..... of the Central civil services (Leave) Rules, 1972.

Signature/Designation

(With date)

15. Orders of the competent authority to grant leave

Signature/Designation

(With date)