

THE SECOND SCHEDULE [See Rule 3 (h)] FORM - I [See Rule 14]

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

Name of applicant : .....

Post held : .....

Department, Office and Section : .....

Pay : .....

House Rent and other Compensatory Allowances drawn in the present post  
.....

Nature and period of leave applied for and the date from which leave is required  
.....

Sundays and Holidays, if any, proposed to be prefixed/suffixed to leave  
.....

Grounds on which leave is applied for : .....

Date of return from last leave, and the nature and period of the leave  
.....

I proposed/do not proposed to avail myself of leave travel concession for the block year  
..... during the ensuing leave : .....

Address during leave period : .....

Signature of Applicant:  
(with date)

Remarks and/or recommendation of the Controlling Officer

Signature (with date) :  
Designation :

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

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

Signature (with date) :  
Designation :

Order of the authority competent to grant leave .....  
.....

Date : ..... Signatur (with date) :  
Designation :