

THE SECOND SCHEDULE

FORM-1

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of the applicant:	
2. Post Held:	
3. Department, Office and section	
4. Pay:	
5. House rent and other compensatory allowance drawn in the present post:	
6. Nature and period of leave applied and date from which required:	
7. Sunday and holidays, if any, proposed to be prefixed / suffixed to leave:	
8. Grounds on which leave is applied for	
9. Date of return from last leave and the nature and period of that leave	
10. I propose / do not propose to avail myself of LTC for the Block year..... during the ensuing leave.	
11. Address during leave period.	
12. Specific arrangements for disposal of works during leave absence	

Signature of applicant  
(with date)

13. Remarks and/ or recommendation of the controlling officer	
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Certificate regarding admissibility of leave

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