

THE SECOND SCHEDULED

(See Rule 3(g))

(See Rule -4)

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of applicant.....
2. Post held.....
3. Department, office & section.....
4. Pay.....
5. House Rent & other compensatory allowances
Drawn in the present post.
6. Nature & period of leave applied for and date
From which required.
7. Sundays & holidays, if any, proposed to be
Prefixed/suffixed to leave.
8. Ground on which leaves applied for.
9. Date of return from last leave, and the nature
and period of that leave.
10. Propose/do not propose to avail myself of
Leave travel concession for the block year....
.....during the ensuing leave.
11. Address during leave period.....

Signature of Applicant (with date).

12. Remarks and / or recommendation of the
Controlling officer

Signature(with date).....

Designation.....