

**THE SECOND SCHEDULE (SEE RULE 3 (h) I (SEE RULE 14)
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 allowance :-
drawn in the present post.
6. Nature & period of leave applied for & date :-
for which required.
7. Sunday/holiday, if any proposes to prefix/ :-
Suffixed to leave.
8. Ground on which leave, is applied for :-
9. Dated of return from last leave & the nature :-
& period
10. I proposed/do not propose to avail myself of :-
Leave travel concession for the block year
.....during the ensuing leave.
11. Address during the leave period :-
12. In the event of my resignation or voluntary :-
retirement from service, I undertake to refund.

(i)The difference between the leave salary :-
drawn during " Commuted Leave" that
admissible during half pay leave, which
would not have been admissible had
sub-rule.

(ii) Of Rule 30 not been applied :-

(iii) The leave salary drawn during leave :-
Not due which would not have been
admissible had sub-Rule (I) of Rule 31
not been applied.

(Score out whether be not applicable)

Signature of the applicant
Date.....

Remarks and on recommendation of the Controlling Officer.