

THE SECOND SCHEDULE
(See Rule 3(h))
Form 1
(See rule 14)

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

- 1. Name & Designation :
- 2. Office & Section :
- 3. Pay :
- 4. House rent and other compensatory allowances drawn in the present post :
- 5. Nature and period of leave applied for the date from which required : fromto.....
- 6. Sundays, and holidays, if any, proposed to be prefixed/suffixed to leave :
- 7. Grounds on which leave is applied for :
- 8. Date of return from last leave, and the nature and period of that leave :
- 9. I proposed/do not propose to avail myself of leave travel concession for the block years during the ensuing leave. :
- 10. Address during leave period :

Signature of the Applicant
(with date)

- 11. Alternative arrangement recommended by Controlling Officer for duty during leave :
- 12. Remarks and/or recommendation of the Controlling Officer :

Signature (with date)
Designation

13. Details of leave accounts :
- | | <u>EL</u> | <u>HPL</u> |
|---|-----------|------------|
| (a) Leave on the date of application : | | |
| (b) Deducted leave fordays Availed fromto | | |
| (c) Balance leave after adjustment as per application : | | |

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

Certificate that(nature of leave) for
(period) from to is admissible as per
clause 24 of the Bye-Law of the institute.

Signature (with date)
Designation:

14. Orders of the authority competent
to grant leave :

Signature (with date)
Designation: Director

* If the applicant is drawing any compensatory allowances, it should also be indicated in the orders on the expiry of leave, the officer is likely to return to the same post to or to another post carrying similar allowance.