

**THE SECOND SCHEDULE FORM – 1**

**APPLICATION FOR LEAVE OR EXTENSION OF LEAVE**

1. Name of Applicant : .....
2. Post held : .....
3. Deptt./Office/Section : .....
4. Pay : .....
5. House Rent and other compensatory allowances drawn in the present post :  
.....
6. Nature and period of leave applied for and date from which leave is required :  
.....
7. Sundays and Holidays if any proposed to be prefixed or suffixed to leave :  
.....
8. Ground on which leave is applied for : .....
9. Date of return from the last leave and the nature and period of leave :  
.....
10. I proposed/do not proposed to avail myself of leave travel concession for the  
block year : .....
11. Address during leave period :  
.....

Date : \_\_\_\_\_ Signature of the applicant

12. Remarks and recommendation of the Controlling Officer :  
.....

Date : \_\_\_\_\_ Signature :  
Designation :

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

13. Certify that ..... (nature of leave)  
For ..... (period from which Central  
Civil Service (Leave) Rules, 1972.

Date : \_\_\_\_\_ Signature :  
Designation :

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

Date : \_\_\_\_\_ Signature :  
Designation :