

**THE SECOND SCHEDULE (See Rule 3(h) FORM I (See Rule 14)
APPLICATION FOR LEAVE OF EXTENSION OF LEAVE.**

1. Name of 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 for and date for which required :-
7. Sunday/Holidays,if any,proposes to :-
8. Ground on which leave is applied for :-
9. Date of return from last leave & the nature & period of the leave :-
10. I propose/do not propose to avail myself of leave Travel concession for the block years..... 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" and 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/or recommendation of the Controlling Officer.

Signature

Designation