

THE SECOND SCHEDULE

[See Rule 3(g)]

FORM –I

(See Rule-14)

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE.

1. Name of applicant

2. Post held

Department/Office and 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 required.

7. Sunday & 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. I, proposed/do not propose to avail myself of
Leave travel concession for the block year
.....during the ensuing leave.

11. Address during leave period.
A.D. Nagar, Rd.No.8, Agartala, Tripura (W)

Signature of the Applicant
(with date)

12. Remarks and /or recommendation of
Controlling officer.

Signature(with date).....

Designation.....

Certificate Regarding Admissibility of Leave.

13. Certified that.....
(Name of leave)

for..... from.....
(Period)

is admissible under rule.....of the T.S.C.S.(Leave) Rules, 1986

.....Signature(with date).....

Designation.....

14. * Order of the authority, Competent to grant leave.

.....Signature(with date).....

Designation.....

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