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|----|---------------------------|---|--|
| 1) | (2) | (3) | |
| | | | NOTE 2:—If the Government servant is serving with a State Government, by the State Government or by such authority as may be specified by that Government. |
| 2. | Special Disability Leave. | (i) Ministry/Department of the Central Government.
(ii) Administrator.
(iii) Comptroller and Auditor-General.
(iv) Head of Department.
(v) Any other authority which is the appointing authority. | |
| 3. | Study Leave. | (i) Ministry/Department of the Central Government.
(ii) Administrator.
(iii) Comptroller and Auditor-General. | |

THE SECOND SCHEDULE

[See rule 3(h)]

FORM 1

(See rule 14)

Application for Leave or for Extension of Leave

1. Name of applicant.
2. Post held.
3. 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. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave.
8. Grounds on which leave is applied for

FORM 2

(See rule 15)

Form of Leave Account

Name of Government servant
 Date of commencement of continuous service
 Date of quasi-permanent/permanent employment

Duty		leave earned		leave taken			Balance or return from leave (columns 5-8)	
				from	to	No. of days		
from	to	period (in days)	(in days)	credit (in days)	from	to	days	columns (5-8)
1	2	3	4	5	6	7	8	9

9. Date of return from last leave, and the nature and period of that 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 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 (1) of rule 30 not been applied.
 - (ii) the leave salary drawn during 'leave not due' which would not have been admissible had sub-rule (1) of rule 31 not been applied.

Signature of Applicant
(with date)

13. Remarks and/or recommendation of the Controlling Officer.
- Signature (with date)
Designation

Certificate regarding Admissibility of Leave
(By Audit Officer in case of Gazetted Officer)

14. Certified that.....
(nature of leave)
for from to.....
(period)
..... is admissible under rule..... of the Central Civil Services (Leave) Rules, 1972.

Signature (with date)
Designation

- **15. Orders of the authority competent to grant leave.

Signature (with date)
Designation

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

Date of birth

..... Date of compulsory retirement.

Half pay leave (on private affairs and

Length of service			Credit of leave		Leave taken		
from	to	No. of completed years	leave earned (in days)	leave at credit (columns 13+30)	against the earning on half pay.		
					from	to	No. of days
10	11	12	13	14	15	16	17

..... on medical certificate, including commuted leave and leave not due)

Leave

Commuted leave on Medical Certificate on full pay (limited to 240 days in entire service)			Commuted leave converted into half pay leave (twice of column 20)	Leave not due limited to 360 days in		
				On Medical Certificate		
from	to	No. of days		from	to	No. of days
18	19	20	21	22	23	24

taken			Total of leave not due (columns 24+27)	Total Half pay leave taken (Columns 17+21+28)	Balance on return from leave (columns 14-29)	Other kinds of leave taken
entire service Otherwise then on Medical Certificate limits to 180 days						
from	to	No. of days				
25	26	27	28	29	30	31

NOTE 1:— Period of extraordinary leave taken should be noted in red ink in column 31.

NOTE 2:— The entries in columns 10 and 11 should indicate only the beginning and end of completed year of service at the time the half pay leave commences. Where a Government servant completes another year of service while on half pay leave, the extra credit should be shown in columns 10 to 14 by making suitable additional entries and this should be taken into account when completing column 30.

NOTE 3:— When a Government servant is transferred from service to any place outside India, a separate subsidiary leave account should be opened in this Form in order to find out the amount of leave earned in respect of such service for the purpose of exemption of the leave salary drawn outside India for the recovery of income tax at source.

FORM 3
(See rule 18)

Medical Certificate for Gazetted Officers recommended leave or Extension of leave or communication of leave.

(a) If the Government servant is not stationed in a place covered by the Central Government Health Scheme.

Statement of the case of
Name (to be filled in by the applicant in the presence of the Civil Surgeon or Staff Surgeon or Authorised Medical Attendant).
Appointment held.....
Age.....
Total service.....
Previous periods of leave of absence on medical certificate.....
Habits.....
Disease.....

I,.....Civil Surgeon/Staff Surgeon/Medical Officer of.....after careful personal examination of the case hereby certify that Shri/Shrimati/Kumari.....is in a bad state of health and I solemnly and sincerely declare that according to the best of my judgment a period of absence from duty is essentially necessary for the recovery of his/her health and recommend that he/she may be granted leave for.....with effect from.....
*In my opinion it is/it is not necessary for the officer to appear before a Medical Board.

Dated..... Civil Surgeon/Staff Surgeon/Authorised Medical Attendant.

(b) If the Government servant is stationed in a place covered by the Central Government Health Scheme.
Signature of the Government servant.....

I,.....after careful personal examination of the case hereby certify that Shri/Shrimati/Kumari.....whose signature is given above, is suffering from.....and I consider that a period of absence from duty of.....with effect from.....is absolutely necessary for the restoration of his/her health.

*In my opinion, it is/it is not necessary for the Government servant to appear before a Medical Board.

Civil Surgeon/Staff Surgeon/Authorised Medical Attendant

Dated.....Dispensary.

NOTE 1.—Where the period of leave initially recommended, or the period of leave initially recommended together with any extension thereof subsequently recommended, does not exceed two months, the Medical Officer should invariably certify whether in his opinion it is or it is not necessary for the Government servant to appear before a Medical Board.

NOTE 2.—This form should be adhered to as closely as possible and should be filled in after the signature of the Government servant has been taken. The certifying officer is not at liberty to certify that the Government servant requires a change from or to a particular locality or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Medical Board to decide the question of his/her fitness for service.

NOTE 3.—No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Government servant.

*This sentence should either be modified by scoring out the irrelevant words or altogether scored out according as the period of leave recommended is upto two months or exceeds that period.

FORM 4

(See Rule 19)

Medical Certificate for non-gazetted officers recommended leave or extension of leave or Commutation of leave

Signature of Government servant.....
I,.....after careful personal examination of the case hereby certify that Shri/Shrimati/Kumari.....whose signature is given above, is suffering from.....and I consider that a period of absence from duty of.....with effect from.....is absolutely necessary for the restoration of his/her health.

Authorised Medical Attendant,
.....Hospital/Dispensary
or other Registered Medical Practitioner.

Dated.....

NOTE.—The nature and probable duration of the illness should be specified.

NOTE 2.—This Form should be adhered to as closely as possible and should be filled in after the signature of the Government servant has been taken. The certifying officer is not at liberty to certify that the Government servant requires a change from or to a particular locality, or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Civil Surgeon or Staff Surgeon to decide the question of his/her fitness for service.

NOTE 3.—Should a second medical opinion be required, the authority competent to grant leave should arrange for the second medical examination to be made at the earliest possible date by a medical officer not below the rank of a Civil Surgeon or Staff Surgeon who shall express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended and for this purpose he may either require the Government servant to appear before himself or before a medical officer nominated by himself.

NOTE 4.—No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Government servant.

FORM 5

(See rule 24 (3))

Medical Certificate of Fitness to return to duty

Signature of Government servant.....

We, the member of Medical Board.....
.....Civil Surgeon/Staff Surgeon,
.....Authorised Medical Attendant, of
.....Registered Medical Practitioner,
do hereby certify that we/I have carefully examined Shri/Shrimati/Kumari.....whose signature is given above, and find that he/she has recovered from his/her illness and is now fit to resume duties in Government service. We/I also certify that before arriving at this decision, we/I have examined the original medical certificate(s) and statement(s) of the case (or

certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at out/my decision.

Member of Medical Board

- (1)
- (2)
- (3)

Civil Surgeon/Staff
Surgeon Authorised Medical
Attendant Registered Medical
Practitioner

Dated.....

NOTE.—The original medical certificate(s) and statement(s) of the case on which the leave was originally granted or extended shall be produced before the authority required to issue the above certificate. For this purpose, the original certificate(s) and statement(s) of the case should be prepared in duplicate, one copy being retained by the Government servant concerned.

FORM 6

(See rule 32(3))

Bond for temporary Government servants granted Extraordinary leave in Relaxation of rule 32(2) (e) for Study.

KNOW ALL MEN BY THESE PRESENTS THAT WE.....resident ofin the District of at present employed as..... in the Ministry/Office of.....(hereinafter called "the Obligor") and Shri/Shrimati/Kumari..... son/daughter of..... of..... and Shri/Shrimati/Kumari son/daughter of.....of..... (hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators, to pay to the President of India, his successors and assigns (hereinafter called the "Government") on demand the sum of Rs.(Rupees) together with interest thereon from the date of demand at Government rates for the time being in force on Government loan or, if the payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Government has, at the request of the above-bounden Shri/Shrimati/Kumari..... employed as a..... granted him/her regular leave, followed by extraordinary leave without pay and allowances, for a period of..... months..... days with effect from..... in order to enable him/her to study at.....

AND WHEREAS the Government has appointed/ will have to appoint a substitute to perform the duties of..... during the period of absence of Shri/ Shrimati/Kumari..... on extraordinary leave:

AND WHEREAS for the better protection of the Government, the obligor has agreed to execute this bond with two sureties with such condition as hereunder written:

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the bounden.....

NOW the CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT IN THE EVENT OF THE ABOVE BOUNDEN, SHRI/SHRIMATI/KUMARI..... falling to rejoin on the expiry of the period of extraordinary leave, the post originally held by him/her and serve the Government after rejoining

for such period not exceeding a period of..... years as the Government may require or refusing to serve the Government in any other capacity as may be required by the Government on a salary to which he/she would be entitled under the rules the said Shri/Shrimati/Kumari..... or his/her heirs, executors and administrators shall forthwith pay to the Government on demand the said sum of Rs. together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the obligor Shri/Shrimati/Kumari..... and, or Shri/Shrimati/Kumari..... and, or Shri/Shrimati/Kumari..... the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in force and virtue.

PROVIDED always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) not shall it be necessary for the Government to sue the obligor before suing the sureties Shri/Shrimati/Kumari..... and Shri/Shrimati/Kumari..... or any of them for amounts due hereunder.

The bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The Government of India have agreed to bear the stamp duty payable on this bond.

Signed and dated this..... day of..... one thousand nine hundred and.....

Signed and delivered by the obligor above-named Shri/Shrimati/Kumari in the presence of.....

Witnesses 1
2

Signed and delivered by the surety above-named Shri/Shrimati/Kumari in the presence of.....

Witnesses 1
2

Signed and delivered by the surety above-named Shri/Shrimati/Kumari in the presence of.....

Witnesses 1
2

Accepted.
for and on behalf of the President of India

FORM 7 ✓
(See rule 53(4))

Bond to be Executed by a Government Servant in Permanent Employ, when proceeding on study leave.

KNOW ALL MEN BY THESE PRESENTS THAT I..... resident of..... in the District of..... at present employed as..... in the Ministry/ Office of..... do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the Government) on demand the sum of Rs.(Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a