

APPLICATION FOR LEAVE

Note: Item 1 to 10 must be filled in by all applicants whether Gazetted or non-Gazetted.

1. Name of applicant. _____
2. Leave rule applicable. _____
3. Post Held. _____
4. Deptt. Office and Section. _____
5. Pay. _____
6. House rent allowance, conveyance or other commensatory allowance drawn in the present post. _____

7. Nature and period of leave applied for and date from which required. _____
8. Sunday, Holiday, any proposed to be prefixed and syffixed to the leave. _____
9. Grounds on which leave is applied for. _____
10. Date of return from last leave and the nature of period of leave. _____
11. I prepose do not propose to avail myself of leave travel concession for the block year. _____
12. I undertale to refund the difference between the leave salary dran during leave on average and committed leave and which admissible during leave on the half averagepay/ half pay whould not have been admissible had provision of F.R. 61(C)(iii) rule 11(A)(iii) of the revised leave rules, 1933 not been during the currency of the leave.
13. I undertake to refund the leave salary during leave not due which would not have been admissible under F.R. 81(C) rule(ii) of the revised leave rule, 1933 not been applied in the event of my voluntarily retirement from service, at the end or during the currency of the leave.
14. Address which on leave. _____

... Signature of applicant...

15. Remarks and or recommendation of the controlling Officer.

... Signature of Controlling Officer.