

Gazatted

Non Gazatted

APPLICATION FOR LEAVE

Notes: Items 1 to 9 must be filled in by all applicants whether gazatted or non-gazatted
Items 10 applies only in the case of applicants subject to the ordinary leave rules
under the F.R who apply for leave on average pay on medical certificate or an extension
of that leave under the provision to R.R. 81 (b)(ii)

Item 12 applies only in the case of gazatted officers.

Items 13 and 14 apply only in case of non-gazatted officials.

1 Name of applicant _____

2 Leave Rules applicale _____

3 Post held _____

4 Department or Office _____

5 Pay _____

6 House allownace, conveyance allowance
or other compensatory allowance
drawn in the present post _____

7 Nature and period of leave applied
for and date from which required. _____

8 Grounds on which leave is applied for. _____

9 Date of return from last leave, and
the nature and period of that leave _____

10 I undertake to refund the difference
between average pay and half average
pay for the period of leave on average
pay which would not have been admissible
had the provision to R.R 81(b)(ii) not
been applied in the event of my
retirement from service at the end or
during the currency of the leave.

and

Signature of applicant

11 Remarks and / or recommendation of the controlling officer

Dated: _____

Signature

12 Report of the Audit Officer

Designation

Dated: _____

Signature

13

Statement of leave granted to applicant previous to this application:

Nature of leave _____ in current year _____ During past year _____ total _____

Casual _____ Privilage _____

On average pay (includes Earned
leave under Revised Leave Rules
1993) _____

On average pay on M.C _____

On half average pay _____

On half average pay on M.C _____

On half average pay on private
affairs _____

On quarter average pay _____

On quarter average pay on M.C _____

Extraordinary Leave _____

Total

14

Certified that Earned leave on average pay for _____ months and _____ days
from _____ to _____ is admissible under article _____
of the _____ rule.

Dated: _____

Signature

Designation

15*

Orders of the sanctioning authority

Dated: _____

Signature

Designation

* If the applicant is drawing any compensatory allowance the sanctioning authority
should state whether on the expiry of leave he is likely to return to the same post or to
another post carrying a similar allowance.