

FORM OF APPLICATION FOR LEAVE
(See Supplementary Rule 216)

Note :- Item 1 to 11 must be filled in by all applicant, gazetted or not-gazetted

- 01 Name of applicant :
02 leave rule applicable :
03 Post held :
04 Department, office and Section :
05 Pay :
06 House rent allowance, conveyance allowance or other compensatory allowance drawn in the present post :
07 nature and period of leave applied for and date from which required :
08 Sunday and Holiday, if any proposed to be prefixed /suffixed to leave :
09 Date of return from last leave and the nature and period of that leave :
10 Ground on which leave is applied for :
11 I propose / do not proposed to avail myself of leave travel concession in the block year during the ensuring leave.
- 12 (a) I undertake to refund the difference between the leave salary drawn during leave on average pay/commuted leave and that admissible during leave on half average pay/half pay leave which would not have been admissible had the provision to F.R. 81(b) (ii) Rule 11 (c), (iii) of the revised leave rules, 1933, not been applied in the event of my retirement from service at the end or during the currency of the leave.
- (b) I undertake to refund the leave salary drawn during "leave not due" which would not have been admissible had F.R. 81 (c) / Rule 11 (d) of the Revised leave Rules, 1933 not been applied in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.

Date : _____

Signature of applicant

13. Remarks and /or recommendation of the Controlling Officer.

Date : _____

Signature _____

Designation _____