

## FORM OF APPLICATION FOR LEAVE

(NOTE: ITEMS 1 to 10 must be filled in by all applicants whether Gazetted or Non-Gazetted).

1	Name of the Applicant	
2	Leave Rules applicable	
3	Post held	
4	Department, Officer & Section	
5	Pay	
6	HR.A., Conveyance allowance or other Compensatory allowance drawn in the Post	
7	Nature and period of leave applied for and date from which required	
8	Sundays and Holidays if any proposed to be prefixed/suffixed to leave	
9	Ground on which leave is applied for	
10	Date of return from last leave and the Nature of period of that leave	---
11	a) I undertake to refund the difference between leave salary drawn during the leave on average pay and that admissible during leave on half average pay which would not have been admissible and the provision been applied in the event of my retirement from service at the end of during the currency of leave.	
	b) I undertake to return the leave salary drawn during leave not due which would not have been admissible and not applied, in the event of my voluntary retirement from service at the end of during the currency of leave.	

**LEAVE ADDRESS:**

**SIGNATURE OF THE APPLICANT**

12. Remarks and/or recommendations of the Controlling Officer.

**Signature (with date) Designation**

13. Certificate regarding admissibility of leave.

By Accountant General in case of Gazetted Officer.

Certified that (Nature of leave) period from to is admissible under Rule Leave Rules.

14. Orders of the Sanctioning Authority.

SIGNATURE WITH DATE