

FORM OF APPLICATION FOR LEAVE

(अवकाश के लिए प्रार्थना पत्र)

Note :- Items 1 to 11 must be filled in by all applicants whether Gazetted or Non-Gazetted item may be filled in only when it is applicable to the Govt. Servent Concerned.

1. Name of Applicant
प्रार्थी का नाम _____
2. Leave rules applicable
छुट्टी के नियम जो लागू होते हों _____
3. Post held
पद _____
4. Department office and section
विभाग एवं कार्यालय _____
5. Pay
वेतन _____
6. House rent allowance, conveyance allowances
or other compentatory. allowance draw in the
present post.
मकान किराया, भत्ता सवार, भत्ता या वर्तमान के अनुसार और कोई
भत्ता जो मिलता है _____
7. Nature and period of applied for and date form
wich required.
जिस तारीख से छुट्टी मांगी गई उसका स्वरूप एवं पूर्ण समय _____
8. Sunday and holidays if any propossed to be
prefixed/sufixed to leave.
रविवार और अन्य छुट्टियां जो जोड़ी या न जोड़ी जाती हो । _____
9. Ground on which leave is applied for.
छुट्टी लेने के कारण _____
10. Date of return from last leave and the nature and
period of that leave.
पिछली ली हुई छुट्टी का स्वरूप एवं उस छुट्टी से लौटने की अवधि _____
11. Leave address, if granted.
छुट्टी मंजूर होने की दशा में छुट्टी के समय में आवेदन का पता _____
12. I Propose/do not propose to avail my self of leave travel consession for the block Years
during the ensning leave.
13. [a] I undertake to refund the deference between the leave salary drawn during leave on
average payiesmmuta leave and the admissible during leave on half averagery half pay
leave which would not have been admissible had the previouise to F.R. 81 [b] [ii] M.B.F.R.
79 [c] Rule II [e] of the revised leave Rules Rule 1933 14 [c] of the Madhya Pradesh
Revised leave Rules 1934 Rule [93] [e] of Rajasthan Service Rules not been applied
the event of my retairment from service at the end of during currency of the leaves.
[b] Indertake to refurd the leave salary drawn during 'leave not due' wich would not have
been admination had F.R. 81 [c] Rules II [d] of the revesed rules 1933 rule 15 of the
Chhattisgarh revised leave rules 1934/rule 79 A. of M.B.F. rule 93 [d] of the Rajasthan
Service rules not been applied in the event of my voluntary rethemment from service at
the end of during the currency of the leave.

(हस्ताक्षर आवेदनकर्ता सहित)
(Signature of applicant (with date)

14. Remarks and Recommendation.....
the controlling.

Signature (with date)
and Designation

**Certificate Regarding Admissibility of leave
(By Accountant General in case of Gazetted Officer)**

15. Certified that..... (nature of leave)
for.....[period] from.....to.....
is admissible under rule.....of the

Signature (with date)
and Designation

16. Orders of the Sanctioning authority.....

Signature (with date)
and Designation

If the applicant drawing and composatory allowance, the sanctioning authority should state Whether on the expiry of leave, he is likely to return the same post or another post carrying a similar allowance.