

**APPLICATION FOR LEAVE**

(For both Gazetted and Non-Gazetted Govt. Servants)

**NOTE.**—Items 1 to 10 must be filled in by all applicants whether Gazetted or Non-Gazetted. Item 13 applies only in the case of Gazetted Officers. Items 14 and 15 apply only in the case of Non-Gazetted Officers.

- 1. Name of applicant .....
- 2. Leave rules applicable .....
- 3. Post held .....
- 4. Department or Office .....
- 5. Pay .....
- 6. House rent allowance, conveyance allowance or other compensatory allowances \*drawn in the present post. ....
- 7. Nature and period of leave applied for and date from which required. ....
- 8. Ground on which leave is applied for .....
- 9. Date of return from last leave and the nature and period of that leave. ....
- 10. Leave address, if granted. ....

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 proviso to F. R., 81 (b) (ii)/M.B.F.R., 79(c)/Rule 11(c) of the Revised Leave Rules, 1933/Rule 14(c) of Madhya Pradesh Revised Leave Rules, 1934/Rule 983 (c) of the Rajasthan Service Rules, not been applied in the event of my retirement from service at the end or during the currency of the leave.

Date ..... 200

Signature  
&  
Designation

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

Date ..... 200

Signature  
&  
Designation

13. Report of the Audit Officer.

Date ..... 200

Signature  
&  
Designation

14. Statement of leave granted to applicant previous to this application.—

Nature of leave (1)	In current year (2)	During past year (3)	Total (4)
Privilege/on average pay/Earned			
On average pay on M. C./Commuted			
On half average pay/half pay			
Not due			
On quarter average pay			
Extraordinary			
Total :			

15. Certified that leave on average pay/earned leave for ..... months and ..... days from ..... 200 . . . to ..... 200 is admissible under ..... of the .....

Date ..... 200      Signature & Designation }

16. Orders of the Sanctioning Authority .....

Date ..... 200      Signature & Designation }

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\*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.