

FORM OF APPLICATION FOR EARNED LEAVE

1	Name of the Applicant	
2	Leave Rules Applicable	
3	Post held	
4	Department office / Branch	
5	Pay	
6	House Rent / Conveyance allowance or other compensatory allowance drawn in the present pay.	
7	Nature and period of leave applied for & date from which required.	
8	Sunday / Holiday, if any proposed to be prefixed or suffixed to leave.	
9	Ground on which leave is applied for	
10	Date of return from last leave & Nature and period of leave.	
11	I proposed / do not proposed to avail my self of leave travel concession for the block year during the ensuing leave.	
12.(a)	I under take 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 and had the provision to FR 81 (b) (ii) Rule II(g)(iii) of the revised leave rules not been applied in the event of my retirement from service at the end or during the urgency of the leave;	
12.(b)	I under take to refund the leave salary drawn during 'LEAVE NOT DUE' which would not have been admissible had not been applied in the event of voluntary retirement or resignation from service at any time until if earn half pay leave not less than the amount of leave not due availed of by me.	

Signature of Applicant

Dated.

Remarks and or recommendation of the controlling officer.

Signature

Designation

Dated