

FORM

[See Rule 15 ]

Application for leave or for extension of leave

1.

Name of applicant

:
2.

Post held

:
3.

Department/Office

:
4.

Pay

:
5.

House rent and other compensatory allowances drawn in the present post

:
6.

Nature and period of leave applied for and date from which required

:
7.

Sundays and holidays if any, proposed to be prefixed/suffixed to leave

:
8.

Ground on which leave is applied for

:
9.

Date of return from last leave and the nature and period of leave

:
10.

Address during leave period

:
11.

In the event of my resignation or voluntary retirement from service, I undertake to refund :—

(i)

the difference between the leave salary drawn during commuted leave and that admissible during half pay leave, which would not have been admissible and sub-rule (I) of rule 29 not been applied ;

(ii)

the leave salary drawn during leave not due which would not have been admissible and sub-rule (1) of rule 30 not been applied.

Signature of applicant (with date)

12.

Certificate during admissibility of leave :—

Certified that.....(nature of leave) for

.....from.....to.....is admissible under

.....of the Civil Services (Leave) Rules, 1979.

Signature (with date)  
Designation.

13.

Remarks and/or recommendation of the Controlling Officer.

Signature (with date).
14.

Order of the authority competent to grant leave.

Signature (with date)  
Designation.