

APPLICATION FOR LEAVE

Note:- i) Item 1 to 8 must be filled by all applicants.  
ii) Item 11 applies only in case of Government servants of BPS-16 and above.

- 1. Name of applicant.....
- 2. Leave Rules applicable.....
- 3. Post Hold.....
- 4. Department or Office.....
- 5. Pay of Officer / Official.....
- 6. House Rent Allowance-/ Conveyance Allowance or other Compensatory..... -  
Allowance in the present post.....
- 7. a) Nature of leave.....  
b) Period of leaves in days.....  
c) Date of commencement.....  
d) Purpose of leave.....
- 8. Particular Rules under which leave is admissible.....  
a) Date of return from last leave.....  
b) Nature of leave.....  
c) Period of leave in days.....

Date ..... Signature of Applicant.....

- 9. Remarks and recommendation of the controlling officer.....  
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- 10. Certified that leave applied for is admissible under rule.....  
necessary conditions are fulfilled.

Date ..... Signature.....  
Designation.....

- 11. Report of Audit Officer.....  
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Signature.....  
Date ..... Designation.....

- 12. Orders of the sanctioning authority certifying that on the expiry of leave the applicant is likely to return to the same post or another past carrying the compensatory allowance being drawn by him.  
  
Signature.....  
Date ..... Designation.....