

APPLICATION FOR LEAVE
(For both Gazetted & Non-Gazetted Govt. Servants)

Note :- Items 1 to 10 must be filled in by all applicants whether Gazetted or Non-Gazetted. Items 13 apply only in the case of Gazetted officers. Items 14 & 15 apply 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 the present post
7. Nature & 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 & period of that leave
10. Leave address, if granted

11. 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 provision 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 963(c) of the Rajasthan Service Rules, Not been applied in the event of my retirement from the service at the end or during the currency of the leave.

Date 201

Signature }
& }
Designation }

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

Date 201

Signature }
& }
Designation }

13. Report of the Audit Officer

Date 201

Signature }
& }
Designation }

14. Statement of leave granted to applicant previous to this application :-

Name of leave	In current year	During past year	Year
(1)	(2)	(3)	(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 month and days from201 to201 is admissible under of the

Date 201 }
Signature & Designation

16. Order of the Sanctioning Authority

Date 201 }
Signature & Designation

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.