

APPLICATION FORM FOR EARNED LEAVE

Note : Item No. 1 to 9 must be filled in by all application whether Gazetted or Non-Gazetted.

Item 12 applied only in case of Gazetted Officer.

Item 13 and 14 applied only in case of Non Gazetted Officer.

- 1 Name of the applicant :
- 2 Leave Rule applicable :
- 3 Post held :
- 4 Department/ Office :
- 5 Pay :
- 6 House Rent Allowance/ Conveyance Allowance or other compensatory allowance 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 - the nature and period of the leave :
- 10 I undertake to return the difference between the leave salary drawn during leave on average pay/commuted leave and that admissible during on half pay leave which would not have been admissible had provision to F.R.81(b)(ii) Rule 13(c)iii of the revised leave Rules 1934 not been applied in the event of my retirement from service at the and of or during he currency of leave.

Date :-

Leave address :-

Signature of applicant

11. Remarks and/ or recommendation of the Controlling Officer

Date..... 200      Signature

12. Report of the Audit Officer

Date..... 200      Signature  
Designation

13. Statement of leave      Current Year      During last year      Total

Privilege/ On average pay/ Earned

On average Pay/ On C. Ground/  
Commuted

On half average Pay/ Half Pay not due

On Quarter average Pay

Extra ordinary

Total

14. Certified that leave on average pay for ..... Earned leave.

Month and .....day from.....200 to .....

200 as admissible ..... under ..... of the  
.....

Date..... 200

15. Order of the Sanctioning Authority

Date..... 200      Signature

Designation