

LEAVE FORM

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| DOB: | DOJ: | DO Dept: | DO Arrival: |
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FORM OF APPLICATION FOR LEAVE

(See Supplementary Rule 216)

Note: - Items 1 to 11 must be filled in by all applicants whether gazetted or non-gazetted

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| 1. | Name of applicant | |
| 2. | Leave rules applicable | CCS (leave) rules 1972 |
| 3. | Post held | |
| 4. | Department, Office and Section | |
| 5. | Pay | |
| 6. | Conveyance allowance or other compensatory allowance drawn in the present post. | As admissible |
| 7. | Nature and period of leave applied for and date from which required. | |
| 8. | Saturday/Sunday and holidays, if any, proposed to be prefixed /suffixed. | |
| 9. | Ground on which leave is applied for | |
| 10. | Date of return from last leave and the nature and period of that leave. | |
| 11. | I Propose/do not propose to avail myself of leave Travel Concession (LTC) in the block year's.....during the ensuing leave. | |
| 12. | (a) I undertake to refund the difference between the leave salary drawn during the 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 FR.81 (b)(ii) rule 11(c)(iii) of the Revised Leave Rules, 1933 not been applied in the event of my retirement from service at the end or during the currency of the leave. | |
| 12 | (b) I undertake to refund the leave salary drawn during the leave not due, which would not have been admissible had the provision to FR.81 (c) rule 11(d) of the Revised Leave Rules, 1933 not been applied, in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me. | |
| 13. | Leave Address during leave period | |
| | Date | Signature of applicant and Designation |
| 14. | Remarks and/or recommendations of the controlling Officer. | |
| | Signature of Audit Officer | |
| | CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE | |
| | (By Accountant General in the case of Gazetted Officers) | |

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| 15. | Certified that. (Nature of leave) for from.....to is admissible under ruleof the CCS (Leave) Rules 1972. | |
| | Date..... | Signature and Designation |
| 16. | *Orders of the sanctioning authority: - | |
| | Date..... | Signature and Designation |
| *If the applicant is drawing any compensatory allowance, the sanctioning authority should state whether on the expiry of leave he/she is likely to return to the same post or to another post carrying a similar allowance. | | |
| No. | Dated: | |

