

APPLICATION FOR LEAVE

Note- Items 1 to 10 must be filled in by applicants, whether Gazetted or Non-Gazetted.

Item 12 applies only in the case of Gazetted Officers.

Items 13 and 14 apply only 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 allowances, conveyance allowance, or other compensatory allowances drawn in the present post :
7. Nature, and period of leave applied for, and date from which required :
8. Grounds on which leave is applied for :
9. Date of return from last leave, and the nature and period of that leave. :
10. I undertake to refund the difference between the :
 - a) 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 proviso to (rule 181 (b)/ rule 172(e)(iii) of the W.B.S.R. Pt I) not been applied in the event of my retirement from service at the end or during the currency of the leave
 - I undertake to refund the leave salary drawn during :
 - b) "leave not due" which would not have been admissible had the rule 184 (c)/ 173 Of W.B.S.R.Part I not been applied in the event of my retirement from service at the end or during the currency of the leave.

Dated.....200

Signature of Applicant

11. Remarks and or recommendation of the Controlling officer:-

Date.....200

Designation:

Signature

12. Report of the Audit Officer:-

Date.....200

Designation:

Signature

P.T.O.

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

Nature of leave	In current year	During past year	Total
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 ...			

14. Certified that leave on average pay for Earned
 leave/ leave for months and days from 200__ to 200__ is
 admissible under article/ rule of

Date01.

Signature.....

Designation

15. Orders of the Sanctioning Authority :-

Date.....

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 similar allowance.