

APPLICATION FOR LEAVE

Notes: - Item 1 to 9 must be filled in by all applicants. Item 12 applies only in the case of Government servants of B.P.S 16 and above.

- 1. Name of applicant _____
- 2. Leave Rules applicable _____
- 3. Post held _____
- 4. Department or Office _____

- 5. Pay **Rs.**_____

- 6. House Rent Allowance/ Conveyance Allowance or other compensatory allowance drawn in the present post.....---
- 7. (a) Nature on leave applied for _____
(b) Period of leave in days _____
(c) Date of commencement..... _____
- 8. Particular Rule/Rules under which leave is admissible.
- 9. (a) Date of return form last leave.
(b) Nature of leave.
(c) Period of leave in days.

Date.._____..

Signature of applicant

10. Remarks recommendation of the controlling officer.

11. Certified that leave applied for is admissible under Rule _____ and necessary conditions are fulfilled.

Date.....

**Signature
Designation.**

12. Report of Audit Officer.

Date.....

**Signature
Designation.**

13. Order of the sanctioning authority certifying that on the expiry of leave the applicant is likely to the same post carrying the compensatory being drawn by him.

Date.....

**Signature
Designation.**