

APPLICATION FOR LEAVE

- 1. Name of Applicant :
- 2. Leave Rules applicable :
- 3. Post held :
- 4. Department or Office :
- 5. Pay :
- 6. House allowance, conveyance allowance, or other compensatory allowance drawn in the present scale. :
- 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. Undertake to refund the difference between average pay and half average pay for the period of leave on average pay which would not have been admissible had the proviso to rule 184(b)(ii) of W.B.F.R. Inot been applied in the event of my retirement from service at the end or during the currency of the leave. :

Date

Signature of Applicant.

11. Remarks and / or recommendation of the Controlling Officer:-

Date

Signature

Designation

12. Report of the Audit Officer:-

Date

Signature

Designation

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

Name of leave	In c u r e n t y e a r	D u r i n g p a s t y e a r	T o t a l
Casual			
Pre vilage			
On average pay (inc l u d e s E a r n e d leave under revised Leave Rules)			
On average pay on M.C.			
On half average pay			
On half average pay on M.C.			
On half average pay on Private Affairs			
On quarter average pay			
On quarter average pay on M.C.			
Extra -o r d i n a r y l e a v e			
TOTAL . . .			

14. Certified that leave on on average pay for

E a r n e d l e a v e

Months and Days from 20 to 20
is a d m i s s i b l e under article of
rule

Date Signature

De s i g n a t i o n

15. Order of Sanctioning Authority :-

Date Signature

De s i g n a t i o n

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.