

FORM O.G.F.R – 3

(Rule – 67)

FORM OF APPLICATION FOR LEAVE

1. Name of Applicant :
2. Leave rule applicable :
3. Post Held :
4. Department/ Office :
5. Pay :
6. House rent allowance conveyance allowance or other compensatory allowance drawn the present Post :
7. Nature and period of leave applied for and the date from with leave is required :
8. Ground of Leave :
9. Date of return from the last leave and period of the leave :

Place-Bhawanipatna
Date -

Signature of the applicant

FOR USE IN OFFICE

1. Statement of leave granted to the applicant prior to the application :

Nature of Leave	In the Current year	During the previous year	Total
i. Earned			
ii. Half Pay Leave			
iii. Special Disability Leave / Study Leave/ Maternity Leave			
iv. Extra ordinary Leave			
Total			

Certified that _____, Government Junior College, Bhawanipatna has the following leave at his credit as on_____.

Half pay Leave as on _____ Days

3. Order / Recommended

Date:

Signature of the Head of Office