

EARNED LEAVE APPLICATION FORM
BE FILLED IN BY ALL APPLICANTS WHETHER GAZETTED OR NON GAZETTED

1. Name of applicant
2. Leave Rules applicable
3. Post held
4. Department, Office & Section
5. Pay
6. House Rent Allowance, Conveyance allowance or other compensatory allowances drawn in the present post.
7. Nature & period of leave applied for and date from which required.
8. Sundays & holidays, if any proposes to be prefixed/suffixed to leave.
9. Ground on which leave is applied for
10. Date of return from last leave and the period of the leave.
11. I proposes/do not propose to avail myself the leave travel concession for the block years.....during the ensuing leave.

I undertake to refund the difference between the leave salary drawn during leave on average pay/commuted leave and that admissible during leave on half average pay/half pay leave which would have not been admissible had the provision to FR 81(c) Rule II(d) of the Revised Leave Rules, 1953 not been applied in the event of my voluntary retirement or resignation from service at any time until I earn leave not less than the amount of leave not due availed of by me.

SIGNATURE OF APPLICANT
(WITH DATE)

Remarks and/or recommendations
of the Controlling Officer.

SIGNATURE (WITH DATE)
Designation