

FORM S.R./C.S.R. (SUPPLEMENTARY RULES) C & HP. C.S.R. Vol.I

**To -I
FORM S.R./HPSEBL
APPLICATION FOR LEAVE**

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

12. (A) I undertake to refund the difference between the leave salary drawn during leave on average pay/commuted leave and that admissible during the leave on half average pay/half pay leave would not have been admissible, had the provision to F.R. 81 (ii) Rule-II (C) (iii) of the revised leave rules, 1933/provision to Rule-8,74 (b) (ii)/rules-8.73(b) (ii) rules 8-119 (c) (iii) of H.P.S.C.R. VOL-I, Part-I not been applied in the event of my retirement from service at the end of the currency of the leave.

(B) I undertake to refund the leave salary drawn during leave not due which not have been admissible, had FR-81(c) Rule (d) of the revised leave rule-1933 (Rule 8.73 (C)/8-119 (d) of H.P.C.S.R. Vol-I Part-I) not been applied in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed by me.

**Signature of applicant
With date**

13. Remarks and recommendations of the Controlling Officer.

**Signature (with date)
Designation**