

**FORM OF APPLICATION FOR LEAVE**  
(See Supplementary Rule 216)

**Note: Items I to II must be filled in by all application whether gazette or non-gazette**

1. Name of Applicant	:
2. Leave rules applicant	:
3. Post held	
4. Department office and section	:
5. Pay	:
6. House rent allowance conveyance allowance or other compensatory allowance drawn in the present post	:
7. Nature and period of leave applied	:
8. Sundays & Holidays, if any, proposed to be prefixed/suffixed to leave	:
9. Ground on which leave and the nature and period of that leave	:
10. I propose/do not propose to avail myself of leave travel concession for the block years..... during the ensuing leave.	:

11. 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 not have been admissible had the provision to F. R 81(b)(ii)/rule 11 (iii) of the Revised leave rules, 1933, not been applied in the event of my retirement from service at the end or during the currency of the leave.

12. (b) I undertake to refund the leave salary drawn during leave not due which would not have been admissible had F.R. 81 (c) Rule 11 (d) of the Revised leave rule, 1933 not been applied, in the event of my voluntary retirement from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.

Date: -----

**Signature of applicant**

13. Remark and/or recommendation of the controlling officer

Date: -----

**Signature: -----**

**Designation: -----**

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE  
(By Accountant General in the case of Gazetted Officer)**

14. Certificate that -----

(Nature of leave)

for ----- from ----- to -----

(Period)

is admissible under rule ----- of the -----  
----- rule.

Date: -----

Signature: -----

Designation: -----

15. \*order of the sanction authority

Signature: -----

Date: -----

Designation: -----

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***\*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.***