**APPLICATION FOR LEAVE**

**Note: I} Item 1 to 8 must be filled in by applicants**

**2} item 11 applies only to case of Government servant of BPS. 16 and above**

**I**  **Name of applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2 Leave Rules applicable\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3**  **Post Hold\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4**  **Department or Office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5**  **Pay of Officer/Official\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_

**6 House Rent Allowance-/ Conveyance Allowance or other Compensatory**

**Allowance in the present post\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7** **a)Nature of leave**

**b)Period of leave in days**

**c)Date of**  **commencement. -**

**d}Purpose of leave**

**8 Particular Rules under which leave is admissible**

**(a)Date of return from last leave**

**(b) Nature of leave**

**(c)Period of leave In days**

**Date**  **Signature of Applicant**

9 **Remarks and recommendation of the controlling office**

**10 Certified that leave applied for is admissible under rule**

**necessary conditions are fulfilled**

**Date**  **Signature**

**Designation**

**11**  **Report of Audit Officer**

**Signature .**

**Date**  **Designation**

**12**  **Orders of the sanctioning authority certifying that on the expiry of leave the applicant**

**is likely to return to the same past or another past carrying the compensatory allowance**

**being drawn by him**

**Signature**

**Date**  **Designation**

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