

APPLICATION FOR LEAVE

NOTE :- Items 1 to 10 must be filled in by all applicants. Whether Gazetted or Non-Gazetted. Item 12 applies only in the case of Gazetted Officers. Items 13 and 14 apply only in case of Non-Gazetted Officers.

1. Name of Applicant :

2. Leave Rules applicable :

3. Post Hold :

4. Department or Office :

5. Pay :

6. House allowance, conveyance allowance or other compensatory allowance drawn on the present post :

7. Nature and period of leave applied for and date from which required :

8. Grounds on which leave is applied for :

9. Date of return from last leave and the nature and period of that leave :

10. (a) I undertake to refund the difference between the leave salary drawn during leave on average pay / on half average pay / half pay leave which would not have been admissible had the proviso to (rule 184 (b), rule 172 (c)(iii) of the W.B.S.R. part I) not been applied in the event of my retirement from service at the end or during the currency of leave

(b) I undertake to refund the leave salary drawn during "leave not due" which would not have been admissible had the rule 184(C)/173 of W.B.S.R. Part-I not been applied in the event of my retirement from service at the end or during the currency of the leave

Date -

Signature of Applicant

11. Remarks and/or recommendation of the Controlling Officer :

Date

Signature.....

Designation _____

12. Report of the Audit Officer :

Date

Signature

Designation _____