### Form of Application for Leave

(See Supplementary Rule 216)

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Name of applicant</strong></td>
</tr>
<tr>
<td>2</td>
<td><strong>Leave Rules applicable</strong></td>
</tr>
<tr>
<td>3</td>
<td><strong>Post held</strong></td>
</tr>
<tr>
<td>4</td>
<td><strong>Department Office and Section</strong></td>
</tr>
<tr>
<td>5</td>
<td><strong>Pay</strong></td>
</tr>
<tr>
<td>6</td>
<td><strong>House rent allowance, conveyance or other compensatory allowance drawn in the present post</strong></td>
</tr>
<tr>
<td>7</td>
<td><strong>Nature and period of leave applied for and date from which required</strong></td>
</tr>
<tr>
<td>8</td>
<td><strong>Sundays and holidays, if any proposed to be prefixed/suffixed to leave</strong></td>
</tr>
<tr>
<td>9</td>
<td><strong>Ground on which leave is applied for</strong></td>
</tr>
<tr>
<td>10</td>
<td><strong>Date of return from last leave, and the nature and period of that leave</strong></td>
</tr>
<tr>
<td>11</td>
<td><strong>I propose/do not propose to avail myself of leave travel concession for the block year during the ensuring leave</strong></td>
</tr>
</tbody>
</table>

(a) I undertake to refund the difference between the leave during leave on average pay(commuted leave and the admissible during leave on half average pay/half pay leave, which would not have been admissible had the provision to F.R. 81 (ii)/rule(ii)(c) (iii) of the Revised Leave Rules 1933 not been applied in the event of my retirement leave.
(a) Undertake to refund the leave salary drawn during “leave not due” which should not have been admissible had F.R. 81 (c) Rule (b) of the Revised Leave Rules, 1933 not been applied in the event of my voluntary retirement from services at any time until. I earn half pay leave not less than the amount of leave not due availed of by me.

Prāṣṭhāṅka /Signature of applicant..............................................

Tārīṃk /Date.............

14 निर्देशन अधिकारी की टिथियों और या सिफारिश
Remarks and/or recommendation of the Controlling Officer

Hastāṅkā Signature ..............................................

Pādnam /Designation ..............................................

Tārīṃk :
Date:.............

छुटकी की अनुमतता के बारे में प्रमाण पत्र
CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

(By Accountant general in the case of gazetted officers)

15 प्रमाणित किया जाता है कि ..........................................................से ..............................................................
तक ..................................................के लिये ..........................................................के अनुमोदन .........
(छुटकी की किस्म अनुमत है)
Certified that..........................................................(Nature or leave)
For..........................................................from..........................................................Is admissible under rule..........................................................of the..........................................................Rule.

Hastāṅkā Signature ..............................................

Pādnam /Designation ..............................................

Tārīṃk :
Date:.............

16 स्वीकृति देने वाले अधिकारियों के आदेश : –
* Order of the sanctioning authority : –

Hastāṅkā Signature ..............................................

Pādnam/Designation ..............................................

Tārīṃk :
Date:.............

* यदि, प्राप्त कोई प्रतिकार मंत्र निलंता है तो सत्तर में देने वाले अधिकारियों को यह लिखाना चाहिए कि छुटकी पूरी होने पर प्राप्त के वह पद पर या किसी ऐसे पद पर लौटने की आवश्यकता या नहीं होगी इसी प्रकार का मंत्र निलंता हो ।

If the applicant is drawing any compensation allowance, the sanctioning authority should state whether for the expiry of leave he is likely to return to the same post or to another post carrying a similar allowance.