

APPLICATION FOR LEAVE

**Note: - Item No. 1 to 9 must be filled in by all the applicants.
Item No. 12 applies in the case of Government servants
of Grade-16 and above.**

1. Name of applicant _____

2. Leave rules applicable _____

3. Post held _____

4. Department or office _____

5. Pay _____

6. House Rent Allowance, conveyance Allowance or other Compensatory
Allowance drawn in the present post _____

7. (a) Nature of leave applied for _____

(b) Period of leave in days _____

(c) Date of commencement _____

8. Particulars of Rules/Rules under which leave is admissible _____

9. (a) Date of return from last leave _____

(b) Nature of leave _____

(c) Period of leave in days _____

Dated _____ Signature of applicant _____

10. Remarks and recommendation of the controlling officer _____

11. Certified that leave applied for is admissible under rule _____ and necessary conditions are
fulfilled.

Signature _____

Dated _____ Designation _____

12. Report of Audit officer _____

Signature _____

Dated _____ Designation _____

13. Order of the sanctioning authority certifying that on the expiry of leave the applicant is likely to
Return to the same post or another post carrying the compensatory allowance being drawn by him.

Signature _____

Dated _____ Designation _____