

APPLICATION FOR LEAVE

NOTES : items 1 to 8 must be filled in by all applicants, whether gazetted or not gazetted.

Item 9 applies only when leave on average pay on medical certificate is applied for under the proviso to F.R. 81(b) to (1)

Provision (a) or (b) to b C.S.R. 736(b)(ii).

1. Name of applicant. :

2. Post held. :

3. Department or Office :

4. Pay. :

5. House rent allowance, :
Conveyance allowance or
other compensatory allowance
drawn in the present post.

6. Nature and period of leave :
applied for and date from

7. Grounds on which leave is :
applied for.

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

9. I undertake to refund by deduction from any person, if necessary the difference, if any between average pay and half average pay for the period of leave on average pay granted in excess of the period admissible otherwise than medical certificate, if retire from Government Service at the end of this leave or of an extension of it.

Date:

Signature of applicant.

10. Remarks and for recommendation of the controlling officer.

Date:

(signature)

(Designation)

11. Report of Audit Officer.

Date:

(signature)

(Designation)

12. Statement of Leave granted to applicant previous to their application.

Nature of leave	In current year.	During past year	Total.
On full pay			
On full pay on Medical Certificate			
On half pay			
On half pay on Medical Certificate			
On quarter pay			
On quarter pay on Medical Certificate			
Earned leave			
Leave on Private Affairs			
Leave on Medical Certificate			
Extra ordinary Leave			
Total.			

13. Certified that Earned Leave. For _____ Months.
Leave on private affairs.
Leave on full pay.

And _____ days from 200 _____ to 200 _____ is

Admissible under Rule _____ of the Fundamentals Rules
Sindh Civil Services Rules
Revised Leave Rules.

Date. _____ (Signature)

Date. _____ (Designation) Do-----1979.

14. Order of Sanctioning authority : -

Date. _____ (Signature)

Date. _____ (Designation)

- If the applicant is drawing any compensatory allowance, the sanction authority should state whether on the expiry of leave is likely to return to the same post or to another post carrying similar allowance.