

APPLICATION FOR EARNED 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.31(b) to (i).

Proviso (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 which required.
7. Grounds on which leave is applied for.
8. Date of return from last leave, and the nature and period of that leave
9. I undertake to refund, by deduction from any pension, 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.

11. Report of Audit Officer---

Date.

(Signature)
(Designation).

12. Statement of leave granted to applicant previous to this application.

