

**APPLICATION FOR LEAVE/FOR EXTENSION OF LEAVE
(FOR GAZETTED OFFICER)**

1. Name of applicant
2. Post Held
3. Department, Office & Section
4. Pay
5. House Rent and other compensatory Allowances drawn in the present post
6. Nature and period of leave applied for and date from which required
7. Sunday and holidays, if any proposed to be prefixed/suffixed to leave
8. Grounds on which leave is applied to
9. Date of return from last leave, and the nature and period of that leave
10. I propose to avail myself of leave travel concession for the block year during the
11. Address during leave period
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12. In the event of my resignation or voluntary retirement from service, I undertake to refund:-
 - i) The difference between the leave salary drawn during leave and that admissible during half pay leave, while not have not been admissible had sub-rule (I) of rule 30 not have been applied.
 - ii) the leave salary drawn during 'Leave not due' which was not have been admissible and sub-rule (I) or rule 31 been applied.

**SINGATURE OF APPLICANT
(WITH DATE)**

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- 13. (a) Remarks and/or recommendations of the Officer-in-Charge.**
- (b) Arrangement made for looking after the work during leave period.**
- (c) Name of the Officer who would be looking after the work.**
- (i) Administrative duties if any.**
- (ii) Other duties such as attending meeting/interview and other technical work.**

**SIGNATURE (WITH DATE)
DESIGNATION:**

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE (P.R.C. SECTION)

14. Certified that
(Name of Leave)
for From.....to.....
is admissible to

**SIGNATURE (WITH DATE)
DESIGNATION:**

15. Orders of the Director

(SCORE OUT WHATEVER IS NOT APPLICABLE)