

Application For Earned Leave

Item 1 to 9 must be filled in all applicant whether Gazetted or Non Gazetted Officer failing which leave is not likely to be sanctioned.

1.	Name of the Applicant	
2.	Leave Rules Applicable	
3.	Post held	
4.	Department or office	
5.	Pay Scale	
6.	House Rent Allowance/Conveyance allowance or other Compensatory allowance drawn in the present post	
7.	Nature & period of leave applied for the date of which required	
8.	Grounds on which leave is applied for	
9.	Date of return from last leave and the nature & period of leave	
10.	I undertake to refund the difference between average pay and half average pay for the period of leave on average pay for which would not have been admissible had the provision to R.F.81[ii] not been applied in the event of my retirement from service at the end or during the currency of the leave.	
11.	I may be allowed to leave the station Out Station Address if permission is to leave The station	

Dated-

Signature of Applicant

12. Remark or recommendations for the controlling officer

Dated-

Signature
(Name & Designation)