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Print Form

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Service Book No.:

Type of leave:

FORM 1 - APPLICATION FOR LEAVE

(SEE SUPPLEMENTARY RULE-216)

Note: Item 1 to 11 must be filled in by applicants whether Gazetted or Non Gazetted

01. Name of the applicant:

02. Leave rules applicable:

03. Department, Office and Section:

04. Post held:

05. Pay: Rs. /-

06. House rent and other compensatory allowances drawn in the present post: Rs. /- Rs. /-

07. Nature and period of leave applied for and date from which required:

From To

08. Sundays and Holidays, if any proposed to be ◯ prefixed/ ◯ suffixed to leave: ◯ Yes ◯ No

09. Grounds on which leave is applied for:

10. Date of return from last leave and the nature and period of that leave: From To

11. I ◯ propose/ ◯ do not propose to avail myself of leave travel concession in the block years during the ensuing leave.

12. (A) I undertake to refund the difference between the leave salary drawn during leave on average pay/ commuted leave and that admissible during leave or half average pay/half pay leave, which would not have been admissible had the provision to F.R. 81 (b) (ii) rule (c) (iii) of the Revised Leave Rules 1933, not been applied in the event of my retirement from service at the end or during the currency of the leave.

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(B) I undertake to refund the leave salary drawn during leave not due which would not have been admissible had I.R.(c) Rule 11 (d) of the Revised Leave Rules not been applied in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not availed of by me.

Signature of Applicant:

Date:

Designation:

13. Remarks and/or recommendation of the Controlling Officer:

Date:

Signature:

Designation:

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By Accountant General in the case of Gazetted Officer)

14. Certified that _____ (nature of leave) for _____ from _____ to _____ is admissible under rule 1972 of the CCS Rule.

Date:

Signature:

Designation:

15. Orders of the Sanctioning authority:

Signature:

Date:

Designation:

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