

**APPLICATION FOR LEAVE**  
*(For both Gazetted & Non-Gazetted Govt. Servants)*

*Note :- Items 1 to 10 must be filled in by all applicants whether Gazetted or Non-Gazetted. Items 13 apply only in the case of Gazetted officers. Items 14 & 15 apply in the case of Non-Gazetted officers.*

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|---|---------------------------|
| 1. Name of Applicant  | .....                     |
| 2. Leave rules applicable   | .....                     |
| 3. Post held  | .....                     |
| 4. Department or Office   | .....                     |
| 5. Pay  | .....                     |
| 6. House rent allowance, conveyance allowance or other Compensatory allowances drawn the present post | AS PER GOVT RULE<br>..... |
| 7. Nature & period of leave applied for and date from which required                                  | .....                     |
| 8. Ground on which leave is applied for   | .....                     |
| 9. Date of return from last leave and the nature & period of that leave                               | .....                     |
| 10. Leave address, if granted   | .....                     |

11. I undertake to refund the difference between the leave salary drawn during leave on average pay/commuted leave and that admissible during leave on half average pay/half pay leave, which would not have been admissible had the provision to F.R. 81(b)(II)M.B.F.R. 79(c) Rule 11(c) of the revised leave Rules 1933/Rule 14(c) of Madhya Pradesh Revised Leave Rules, 1934/Rule 963(c) of the Rajasthan Service Rules, Not been applied in the event of my retirement from the service at the end or during the currency of the leave.

Date ..... 201

*Signature*  
&  
*Designation*

12. Remarks and/or recommendation  
of the Controlling Officer.

Date ..... 201

*Signature*  
&  
*Designation*

13. Report of the Audit Officer

Date ..... 201

*Signature*  
 &  
*Designation*

## 14. Statement of leave granted to applicant previous to this application :-

Name of leave	In current year	During past year	Year
(1)	(2)	(3)	(4)

Privilege/on average pay/Earned

On average pay on M.C./ Commuted

On half average pay/half pay

Not due

On Quarter average pay

Extraordinary

Total

15. Certified that leave on average pay/earned leave for ..... month and ..... days from .....201 to .....201 is admissible under ..... of the .....

Date ..... 201 *Signature & Designation* }

16. Order of the Sanctioning Authority .....

Date ..... 201 *Signature & Designation* }

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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 a similar allowance.