

APPLICATION FOR LEAVE

Note:- (Item 1 to 9 at be filled by the applicant)

- 1 Name of applicant :
- 2 Post held :
- 3 Name of college :
- 4 Pay and Scale of 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 to leave. :
- 7 Sunday and Holiday if any proposed to be prefixed/suffixed to leave :
- 8 Ground on which leave is applied for:
- 9 Date of return from last leave and the nature and period of that leave :
- 10 I undertake to refund the leave salary which will be paid to me if excess as per the leave rules or Service Condition.

Signature of applicant (with date)

- 11 Remarks and/or recommendation of the controlling officer.

Signature (with date)

Designation:

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

- 12 Certified that... ..(Note of leave) for
... ..from to
admissible under rule.

Seal

Signature (with date)

- 13 Sanctioning authority.

Designation: