

FORM OF APPLICATION FOR LEAVE

1 Name of applicant and Father's/Husband's Name

2 Post Held

3 Department,office and section

4 Pay

5 House rent allowance,conveyance allowance
On other compensatory allowance drawn on
the present post

6 Nature and period of leave applied for and
date from which required

Sundays and holidays,if any proposed so
Be prefixed/suffixed to leave

7 Ground onwhich leave is applied for

8 Date of return from last leave and name
And period of that leave

(a) I undertake to refund the difference between the leave salary drawn during privilege leave,commuted leave and that admissible during half pay leave which would not have been admissible,had the provisions of proviso below clause (iii) of sub rule(c) of rule (2) of Rajasthan Service Rules not been applied to the event of the retirement from service at the end of during the Currency to the leave.

(b) I undertake to refund the leave salary drawn during "leave not due" which would not have been admissible had rule 98(d)of the Rajasthan Service Rules not been applied,by the event of my voluntary,retirement from service at the end or during the current at the leave.

9 Leave-address

Signature of Applicant(With date)

10 Remarksand/or recommendation of
the Controlling Officer

Signature (With date)
Designation

Certificate Regarding Admissibility of Leave
(By Accountant General incase of Gazetted Officers)

11 Certified thatfor.....
(Nature of leave) (Period)

From tois admissible under rule of the
Rules.

14 Order of the sanctioning Authority

Signature (With date)
Designation