

FORM OF EARNED LEAVE APPLICATION

**O.G.F.R
(Rule -67)**

1. Name of the applicant :-
2. Leave Rules Application :-
3. Post Held :-
4. Office/Department :-
5. Pay :-
6. House Rent allowance conveyance allowance or
Other compensatory allowance drawn in the present
Post :-
7. Nature and period is applied for :-
8. Ground on which leave applied for:-
9. Date of return from the last
Leave and period of leave :-

Place:

Signature of the applicant

FOR USE IN OFFICE

1. Statement of leave granted to the applicant prior to this application.

Nature of Leave	In the current year	During the previous year	Total

- (i) Earned Leave :-
- (ii) Half pay leave :-
- (iii) Special disability leave/
Study leave/Maternity leave :-
- (iv) Extraordinary leave :-

Total

2. Certified that Sri/Smt.....

has the following leave at his/her credit on

Earned Leave :-

Half pay Leave :-

3. Order -- Recommendation

Date.....

Signature of the Head of Office