

APPLICATION FOR LEAVE/ENCASHMENT OF LEAVE

Notes—(1) Entries against items 1 to 10 will be filled in by all the applicants, whether they are gazetted officers or non-gazetted officers.

(2) Item 10 will be applicable only in case of encashment of leave.

1. Name of the applicant-

2. Leave Rules applicable-

3. Designation-

4. Department/office-

5. Pay-

6. From which date and upto which date the leave is required and its nature.

7. Nature & purpose of the leave applied for-

8. Duration and nature of last leave taken-

9. Address during the period of leave-

10. (1) Whether encashment for leave on average pay/earned leave is required?-

(2) If yes, then on which date-

(b) Have you avail of the facility of encashment of leave before it during the current calendar years?

Date.....

Signature of the applicant.

11. Remarks/recommendations of the forwarding officer

Date:

Signature/Designation.

12. Report of the competent authority according to S.R. 81, Financial Hand book, Volume II, Part II-IV.

(a) It is certified that under Fundamental Rule/Subsidiary Rule.....of Financial Hand book Volume II, Parts II-IV the earned leave/leave on average pay applied for from.....to.....is due.

(b) It is certified that the facility of encashment of leave as required at item 10 is due and admissible.

Date:

Signature/Designation.

13. Orders of the competent authority for sanction of leave and encashment of leave.

Date:

Signature/Designation.