

APPLICATION FOR EARNED LEAVE

Note:-

Items 1 to 10 must be filled by the applicant.

Items 9 applies only in the case of an application for leave on average pay on Medical certificate under provision to Fundamental Rule 81 (b) (11)

1. **Name of Applicant:**

2. **Post held:**

3. **Department/ Office**

4. **Pay**

5. **House Rent allowance conveyance:**

6. **Nature and period of leave:**

7. **Ground on which leave is applied for:**

8. **Date of return from last leave and nature and period of that leave:**

9. **Certified that in the event of any deciding to retire from service at the end of the leave (or an extension of leave) on average pay on Medical certificate granted to me under the provision of Fundamental Rule 81 (b) (11). I undertake to refund the difference between the average pay and half pay for the period of leave on average pay which would not been admissible had the provision revered to about not been applied.**

10. **Leave address:**

11. **Remarks and recommendation of the Controlling Officer:**

Signature of Applicant