

**Indian Sign Language Research and Training Centre (ISLRTC)**  
**Department of Empowerment of Persons with Disabilities**  
**Ministry of Social Justice and Empowerment**  
**Government of India**  
**(FORM OF APPLICATION FOR LEAVE)**

**(SEE OF APPLICATION Rule 216)**

Note: Item No. 1 to 11 must be filled in by all applicants whether gazetted or not-gazetted

1. Name of applicant :
2. Leave rules applicable :
3. Post Held :
4. Department Office & Section: :
5. Pay :
6. house rent allowance, conveyance allowance or other  
Compensatory allowances drawn in the present post :
7. Nature & period of leave proposed for & date from which required :
8. Sunday & Holidays if any, proposed to be prefix/suffixed to leave
9. Ground on which leave is applied for :
10. Date of return from last leave & the nature & period of that leave :
11. I propose/do not propose to avail myself of leave travel concession for the block years... ..during the ensuing leave.
12. (a) I undertake to refund the difference between the leave salary drawn during leave on average pay/ commuted leave and that admissible during leave on half average pay/half pay leave, which would not have been admissible had the provision to F.R. BE (b) (ii) rule 11(c) (iii) of the Revised leave rules 1933, not been applied in the event of my retirement from service at the end or during the corency of the leave.  
(b) I undertake to refund the leave salary drawn during "leave not due" which would not have been admissible had F.R. 81(c) Rule 11(d) of the Revised Leave Rules, 1933 not been applied, in the event of my voluntary retirement or resignation from service at any time until earn half pay leave not less then the amount of leave notdue availed of by me.

13. **Address during leave period**.....

Date.....

Signature of applicant

14. Remarks & or recommendation of the controlling officer

Date.....

Signatures.....  
Designation.....

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

15. Certified that.....for.....  
Nature of leave  
from.....to.....  
is admissible under the rule.....of the.....Rules.

Date.....

Signature.....  
Designation.....

16. Orders of the sanctioning authority:-

Signature.....  
Designation.....

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If the applicant is drawing any Compensatory, Allowance the sanctioning authority should state whether for the expiry of leave he/she is likely to return to the same post or to another post carrying similar allowance.