

छुट्टी की अर्जी का फार्म

FORM OF APPLICATION FOR LEAVE

(अनुपूरक नियम 216 देखिए/See Supplementary Rule 216)

टिप्पणी:- मद सं0 1 से 11 प्रत्येक प्रार्थी को भरनी चाहिए, चाहे वह राजपत्रित हो या अरापत्रित ।

Note:- Item 1 to 11 must be filled in by all applicants whether gazetted or non-gazetted.

1. प्रार्थी का नाम/Name of applicant -----
2. लागू होने वाली छुट्टी नियमावली/Leave Rules applicable -----
3. पद/Post held -----
4. विभाग, कार्यालय और अनुभाग/Department, office and Section -----
5. वेतन/Pay -----
6. वर्तमान पद पर मिलने वाला मकान किराया भत्ता, सवारी भत्ता या अन्य प्रतिकर भत्ते/House rent allowance, conveyance allowance or other compensatory drawn in the present post. -----
7. मांगी गई छुट्टी की किस्म, अवधि और उसके शुरू होने की तारीख/Nature and period of leave applied for and date from which required. -----
8. रविवार और छुट्टी के दिन, यदि हो, जिन्हे छुट्टी से पहले/Sunday and holiday, if any, proposed to be prefixed/Suffixed to leave -----
9. छुट्टी का कारण/Ground on which leave is applied for -----
10. पिछली छुट्टी से लौटने की तारीख और उस छुट्टी की किस्म तथा अवधि/Date of return from last leave, and the nature and period of that leave. -----
11. I propose /do not propose to avail myself of leave travel concession in 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 proviso to F.R.81.(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 currency of the leave.
- 12.(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 I earn half pay leave not less than the amount of leave not due availed of by me.

Signature of applicant.....

Date.....

13. Remarks and /or recommendation of the controlling officer.

Signature.....

Designation.....

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

(By Accountant General in the case of gazetted officers)

14. Certified that.....(Nature of Leave) for .....From.....to  
.....is admissible under rule .....of the rules.

Signature.....

Designation.....

Date.....

15. Orders of the sanctioning authority:-

Signature.....

Designation.....

Date.....

If the applicant is drawing any compensatory allowance, the sanctioning authority should state whether on the expiry of leave he is likely to the same post or to another post carrying a similar allowance.