

Application for Leave

Note : Item 1 to 10 must be filled in by all applicants whether Gazetted or Non-Gazetted.
Item 12 applies only in the case of Gazetted Officers.
Item 13 and 14 apply only in the case of Non-Gazetted Officers.

1. Name of applicant :
2. Leave Rules applicable :
3. Post held :
4. Department or Office :
5. Pay :
6. House allowance, conveyance allowance, or other compensatory allowances drawn in the present post :
7. Nature and period of leave applied for and date from which required :
8. Grounds in which leave is applied for :
9. Date of return from last leave and the nature and period of the leave :
10. (a) I undertake to refund the difference between the salary drawn during leave on average pay/commuted leave and that admissible during leave on half average pay/half pay which would not have been admissible and the proviso to [Rule 184(b)/Rule 172(e)(III) of WBSR (Part-I)] not been applied in the event of my retirement from service at the end or during the currency of the leave. :
- (b) I undertake to refund the leave salary drawn during “leave not due” which would have been admissible had the Rule 184(c)/173 of WBSR (Part-I) not been applied in the event of my retirement from service at the end or during the currency of the leave. :

Date:

Signature of Applicant

11. Remarks and/or recommendation of the Controlling Officer : Signature :
Designation :
12. Report of the Audit Officer : Signature :
Designation :

Date: