

Government of West Bengal
Department of Personnel and Administrative Reforms
IAS Cell

Nabanna, 7th Floor, Room No.708
325, Sarat Chatterjee Road, Howrah-711102.

No.1881-PAR (IAS)/8P-22/18

Dated:02/09/2019.

NOTIFICATION

Keeping in view that the existing format of application for leave in respect of AIS officers lacks provision for inserting certain information such as email id and contact details etc. which were causing great difficulty to contact the officers while they were on leave, State Government had been considering for some time past to modify the format of application for leave in respect of AIS officers who are governed by "The All India Services (Leave) Rules, 1955" and posted under Government of West Bengal.

2. Now, the Governor is pleased to introduce a new format as annexed herewith, with immediate effect, for application for leave which will be applicable to all AIS officers governed by the "The All India Services (Leave) Rules, 1955" and posted under Government of West Bengal.

2. This issues with concurrence of the Finance Department vide their U.O. No. Group-P2/2019-2020/0432 dated 19/08/2019 in the Interest of Public Service.

3. All concerned are being informed accordingly.

By Order of the Governor,

Sd/-

Principal Secretary to the Govt. of West Bengal

No.1881/1(12) -PAR (IAS)/8P-22/18

Dated:02/09/2019.

Copy forwarded for information and necessary action:

1. The Principal Accountant General [A&E], W. B. / Accountant General (Audit-I), West Bengal;
2. The Additional Chief Secretary to the Governor, West Bengal;
3. The Additional Chief Secretary /Principal Secretary/Secretary,
.....Department;
4. The Principal Secretary to the Chief Minister, West Bengal;
5. The Commissioner / Joint Secretary / Deputy Secretary , IAS Cell / WBCS Cell / Vigilance Cell / A.R Cell / Training Cell / Establishment Cell / AIS Pension Cell / Service Records & Accounts Cell, P.& A.R and e-Governance Department;
6. The Registrar & D.D.O., Department of.....;
7. The O.S.D. to Chief Secretary & Under Secretary, Home and Hill Affairs Department;
8. The Sr. P.S. to the Chief Secretary, Govt. of West Bengal;
9. The Sr. P.S. to Additional Chief Secretary, Home and Hill Affairs Department;
10. The Sr. P. S. to Principal Secretary, Department of P. and A. R.;
- ✓ 11. IT Cell of this Department for uploading it in the Website.
12.

OSD & ex officio Addl. Secretary to the Govt. of West Bengal

APPLICATION FOR LEAVE

1	Name of applicant	
2	Leave Rules applicable	The All India Services (Leave) Rules, 1955.
3	Designation of Post Held at the time of proceeding on Leave	
4	Department or Office	
5	Pay as per Level No. of Pay Matrix at the time of proceeding on Leave	
6	Nature of leave applied for (Please pen through the entries not applicable)	Earned leave/Commutated Leave/Maternity Leave/Child care Leave/Paternity Leave/LHP/LWP
7	Period of leave applied for and date from which required with indication of suffixing and prefixing period, if any.	
8	Ground on which leave is applied for	
9	Whether any certificate has been attached in support of leave application	
10	Detailed justification for extension/combination of leave, if required	
11	For Ex-India Leave, whether prayer has been submitted in prescribed format for foreign visit?	
12	If the leave is related to LTC/HTC, whether prayer has been submitted in prescribed format for availing LTC/HTC?	
13	Date of return from last availed Earned/Commutated Leave and period of the leave	
14	Address for communication for the period of proposed leave	
15	Contact No. of officer for the period of proposed leave	
16	E-mail id of officer for the period of proposed leave	
Date:		Signature of applicant with Official Seal
Remarks/recommendation of the Controlling Officer.		

Date:

Signature of Controlling Officer with Official Seal.