

**FORM OF APPLICATION FOR LEAVE/ EXTENSION OF LEAVE
(SEE SUPPLEMENTARY RULES - 261)**

1. Name of Applicant :-
2. Leave Rules applicable :-
3. Post Held :-
4. Department, Office & Section :-
5. Pay :-
6. House rent allow/ conveyance allow
Or other compensatory allowances
Drawn in the P/Post :-
7. Nature and period of leave applied :-
For and date form required .
8. Sundays & Holidays , if any propose to be :-
Prefixed / suffixed to leave
9. Ground on which leave is applied for :-
10. Date of return from last leave for :-
11. I Proposed / do not proposed to avail :-
Myself of leave travel concession for the :-
For the block year
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 / half pay
which would have not been admissible had the provision of FR 82 (II) / Rule
II (c) of the revised leave Rules 1933 not been applied in the event of my
retirement from services at the end during the period of leave.
b) I undertake to refund the leave salary drawn during leave at due which
should not have been admissible had FR 81 Rule II (d) of revised Rules 1933
not been applied in the event of my voluntary retirement of Registration from
services at any time until I earn half pay leave not less than the amount of
leave nor due avail by me.
13. Remarks / Recommendation of Controlling Officer: -

Address: -

*Signature of Applicant
with Designation.*