

(अर्जित अवकाश के लिए प्रार्थना पत्र)
FORM OF APPLICATION FOR LEAVE

Note :- Items 1 to 11 must be filled in by all applicants whether Gazetted or non Gazetted. Item 12 may be filled in only where it is applicable to the Govt. Servant concerned.
I propose / do not propose to avail myself of leave travel concession for the block years.....during the ensuing leave.

1. प्रार्थी का नाम
Name of Applicant : _____
2. छुट्टी के नियम जो लागू होते हों।
Leave Rules applicable : _____
3. पद
Post Held _____
4. विभाग एवं कार्यालय
Departmental office and section _____
5. वेतन
Pay _____
6. मकान किराया भत्ता, सवारी भत्ता या वर्तमान वेतन के अनुसार और कोई भत्ता जो मिलता हो।
House rent allowance, Conveyance allowances or other compensatory allowance drawing on the present post. _____
7. जिस तारीख से छुट्टी माँगी गई उसका स्वरूप एवं पूर्ण समय
Nature and period of leave applied for & date from which required. _____
8. रविवार एवं अन्य छुट्टियाँ जो जोड़ी, या न जोड़ी जाती हों।
Sundays and Holidays if any proposed to be prefixed / suffixed to leave. _____
9. छुट्टी लेने का कारण
Ground on which leave is applied for _____
10. पिछली ली हुई छुट्टी का स्वरूप एवं उस छुट्टी से लौटने की तारीख
Date of return from last leave and the nature and period of that leave. _____
11. छुट्टी मंजूर होने की दशा में छुट्टी के समय में आवेदक का पता
Leave address if granted. _____
- 12 (a) I undertake to refund the difference between the leave salary drawn during leave on average pay i.e. commuted leave & that admissible during leave on half average pay leave, which would not have been admissible had the provision to F.R. 88 (b) (ii) M.B.E.R. 79 (C) Rule 11 (e) of the Revised Leave - Rules 14 (c) of the Madhya Pradesh Revised Leave Rules 1934 / Rule 93 (c) of the Rajasthan Service Rules not been applied in the event of my retirement from at the end or during currency 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) Rules 11 (d) of the Revised Leave Rules 1993 / Rules 15 of the Madhya Pradesh Revised Leave 1934 / Rule 79 - A of M.B.F. Rule 93 (d) of the Rajasthan Service Rules not been applied in the event of my voluntary retirement from service at the or during the currency of the leave.

Signature of Applicant.
(with date)

Signature (with date) and Designation

**CERTIFIED REGARDING ADMISSIBILITY OF LEAVE
(By Accountant General in Gazetted Officer)**

14. Certified that.....(name of leave).....for
period.....from.....to.....
is admissible under rule.....of the.....

Signature (with date) and Designation

15. Order of the sanctioning authority.....

Signature (with date) and Designation

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