

FORM NO. 2.  
(Fundamental Rule 86)

APPLICATION FOR LEAVE

Note - Item 1 to 9 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 applies only in the case of non-gazetted officers.

1. Name of applicant
2. Rules applicable
3. Post held
4. Department/Office
5. Pay
6. House rent 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. Ground on which leave is applied for.
9. Date of return from last leave, and the nature and period of that leave.
10. 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 provision to S.R. 94 (a) (iii) not been applied in the event of my retirement from Service at the end or during the currency of leave.

Date \_\_\_\_\_

Signature of applicant.

Leave Address :

11. Remarks and/or recommendation :  
of the Controlling Officer.

Date \_\_\_\_\_

Signature :

Designation :

12. Report of Audit Officer :

Signature :

Date \_\_\_\_\_

Designation :

13. Statement of leave granted to applicant previous to this Application.

Nature of leave	In current year	During past year	Total

Privilege/on average pay earned.

On average pay on M.C./commuted.

On half average pay/half pay.

Not due \_\_\_\_\_

On quarter average pay

Extra Ordinary \_\_\_\_\_

Total

14. Certified that leave on average pay \_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ earned leave \_\_\_\_\_ months and  
\_\_\_\_\_ day from \_\_\_\_\_ 19 \_\_\_\_\_ to \_\_\_\_\_ 19  
\_\_\_\_\_ is admissible \_\_\_\_\_ under  
\_\_\_\_\_ of the \_\_\_\_\_

Date \_\_\_\_\_

Signature :

Designation :

15. Orders of the sanctioning authority.

Signature :

Date \_\_\_\_\_

Designation :