

FORM-II
APPLICATION FOR LEAVE

NOTE: ITEMS 1 TO 9 MUST BE FILLED IN BY ALL APPLICANTS.

**ITEMS 12 APPLIES ONLY IN THE CASE OF GOVERNMENT SERVANTS OF GRANT
BS-16 AND ABOVE.**

- 1) NAME OF APPLICANT _____
- 2) LEAVE RULES APPLICABLE _____
- 3) POST HELD _____
- 4) DEPARTMENT OR OFFICE _____
- 5) PAY _____
- 6) HOUSE RENT ALLOWANCE, CONVEYANCE
ALLOWANCE OR OTHER COMPENSATORY
ALLOWANCE DRAWN IN THE PRESENT POST _____
- 7) (A) NATURE OF LEAVE APPLIED FOR _____
(B) PERIOD OF LEAVE IN DAYS _____
(c) DATE OF COMMENCEMENT _____
- 8) PARTICULAR RULES/RULES UNDER WHICH LEAVE RULES 1981
LEAVE IS ADMISSIBLE
- 9) (A) DATE OF RETURN FROM LAST LEAVE _____
(B) NATURE OF LEAVE _____
(c) PERIOD OF LEAVE IN DAYS _____

DATED: _____

SIGNATURE OF APPLICANT

10) REMARKS & RECOMMENDATION OF THE CONTROLLING OFFICER.

11) CERTIFIED THAT LEAVE APPLIED FOR IS ADMISSIBLE UNDER THE REVISED LEAVE RULES 1981 AND NECESSARY CONDITIONS ARE FULFILLED.

SIGNATURE: _____

DATED: _____

DESIGNATION: _____

No. _____

DATED: _____

THE ASSISTANT ACCOUNTS OFFICER (PR-VI)

ACCOUNTANT GENERAL'S OFFICE, _____

12) REPORT OF AUDIT OFFICE _____

SIGNATURE: _____

DATED:

DESIGNATION: _____

13) ORDERS OF THE SANCTIONING AUTHORITY CERTIFYING THAT ON THE EXPIRY OF LEAVE THE APPLICANT IS LIKELY TO RETURN TO THE SAME POST OR ANOTHER POST CARRYING THE COMPENSATORY ALLOWANCES BEING DRAWN BY HIM.

SIGNATURE: _____

DATED:

DESIGNATION: _____