

APPLICATION FOR LEAVE

G. F. R. 13

Note:- Item No. 1 to 9 must be filled in by all the applicants.

Item No. 12 applies in the case of Government servants of grade 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 for 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 of Rules / Rules under which leave is admissible _____
9. (a) Date of return from last leave _____
(b) Nature of leave _____
(c) Period of leave in days _____

Date _____

Signature of applicant _____

10. Remarks and recommendation of the controlling Officer _____

11. Certified that the leave applied for is admissible under Rule _____ and necessary that condition are fulfilled.

Date _____

Signature _____

Designation _____

For Officers Grade 16 and above _____

12. Report of Audit Officer _____

Date _____

Signature _____

Designation _____

13. Order 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 allowance being drawn by him.

Date _____

Signature _____

Designation _____