

FORM NO. 2

(Subsidiary Rule 73)

Application for leave

Note :- items 1 to 9 must be filled in by all applicants whether gazetted or non-gazetted.

Items 12 apply only in case of gazetted officers.

Items 13 and 14 apply only in case of non gazetted officers.

1.	Name of applicant	:	
2.	Leave Rules applicable	:	
3.	Post held	:	
4.	Department or office	:	
5.	Basic pay	:	
6.	House Rent allowances, conveyances allowances or other compulsory allowance drawn in the present post	:	
7.	Nature and period of Leave applied for on 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 the 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/ commuted leave/ half pay leave, which would not have been admissible had the provision to F.R. 18(b) (ii) of the Revised Leave Rules, 1954 not been applied in the event of my retirement from service at the end or during the current leave.

Date

Signature of applicant

Leave address

11. Remarks and/ or recommendation of the Controlling Officer

Date:

Signature

Designation

12. Report of the Audit Officer:

Date:

Signature

Designation

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13. statement of leave granted to applicant previous to his applicant

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			
Extraordinary			
		Total	

14. Certified that leave on average pay / earned leave for month And day from 20 To 20 is admissible under Of the

Date ;

Signature :

Designation:

15. Order of the sanctioning authority

Date ;

Signature :

Designation: