

GOVT. ENGINEERING COLLEGE, AJMER

FORM OF APPLICATION FOR LEAVE

1. Name of applicant and father's / husband's name
2. Post held
3. Department / Office / Section
4. Pay
5. House rent allowance, Conveyance allowance
other compensatory allowance drawn on the
present post
Nature and Period of leave applied for and date
From which required
7. Sundays and holidays, if any, proposed to be
preixed/suffixed to leave
8. Ground on which leave is applied for
9. Date of return from last leave and nature and
period of that leave
10. (a) I undertake to refund the difference between the leave salary during privilege leave, commuted leave and that admissible during half pay leave which would not have been admissible, had the provisions of provide Rule 53 of the Rajasthan civil services (Pension) Rules not been applied in the event of my retirement from service at the end or during the currency of the leave.
(b) I undertake to refund the leave salary drawn during leave not due which would not have been admissible had rule 93 (d) of the Rajasthan Service rule not been applied, in the event of my voluntary retirement from services at the end or during current leave.
11. Leave - address

Signature of applicant (with date)

12. Remarks and / or-recommendation of the Controlling officer.

Signature (with date)
Designation

Certificate Regarding admissibility of leave

1. Certified that P.L./HPL/Commuted Leave / for (period)
(Nature of leave)

From..... to days is admissible under rules.

Signature (with date)
Designation

Order of the Sanctioning authority:

Sanctioned/Not Sanctioned

Principal/Dy. Registrar