छुटटी के लिए आवेदन पत्र

पारित संस्थान से 11 तक आवेदक द्वारा भरे जाने हैं, चाहे आवेदक राज्यपाल हो या अर्थव्यवस्थापक।

अवेदक का नाम- श्री/श्रीमती/कु-
Name of applicant- Sh./Smt./Kum.

लागू होने वाले छुटटी नियम-
Leave rules applicable-

धारा पां-
Post held-

विभाग, कार्यखाना और अनुभाग-
Departments, Office & Div.

वेतन-
Pay-

कायम पद में नियम गता मकान किराया, सज्जारी भत्ता या अन्य प्रतिकर भत्ता-
House rent-allowance, Conveyance allowance or other compensatory allowance drawn in the present post-

आवश्यक छुटटी का स्क्रिप्ट और अवधि तथा वह तारीख, जिससे छुटटी चाहिए-
Nature & period of leave applied for and date from which required-

छुटटी के पहले/बाद में जोड़ जाने वाले प्रस्तावित रविवार और सांकेतिक छुटटी आदि, यदि कोई हो-
Sunday है, Holiday, if any, proposed to be prefixed/suffixed.

छुटटी आवेदन करने का आधार-
Ground on which leave is required.

परीक्षण छुटटी से बापसी की तारीख, उस छुटटी का स्क्रिप्ट व अवधि-
Date of return from last leave, and the nature and period of that leave-

मैं उस छुटटी के दौरान खान-पान के लिए छुटटी रियायत लेना प्रस्तावित करता हूँ/नहीं करता हूँ-
I propose/don't propose to to avail myself of leave travel concussing for Block year during the ensuring leave.
I undertake to refund the difference between the leave salary drawn during leave on average pay/commuted leave and that admissible during leave or half average pay/half pay leave which would not have been admissible has the provision to F.R. 81(b)II/Rule 11(c) (iii) of the revised leave rules 1963 not been applied in the event of my retirement from service at the end of during of the leave.

I undertake to refund the leave salary drawn during leave not due which could not have been admissible and F.R. 81(b) Rule 11(d) of the revised leave rules 1963, not been applied in the event of my voluntary retirement from service at the end of during the currency of the leave.

Signature of the applicant With date.

(Signature with date/Designation)

(CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE)

Orders of the sanctioning authority.

(Signature with date/Designation)