

अर्जीत अवकाश के लिए प्रार्थना-पत्र
FORM OF APPLICATION FOR LEAVE

Note – Item 1 to 11 must be filled in by all applicants whether Gazetted or non Gazetted
12 may be filled in only whether it is applicable to Govt. Servant concerned.

1. प्रार्थी का नाम
Name of applicant
2. छुट्टी के नियम जो लागू होते हो
Leave Rule applicable
3. पद Post held
4. विभाग एवं कार्यालय
Department office and section
5. वेतन Pay
6. मकान किराया, भत्ता, सवारी भत्ता या वर्तमान के
अनुसार और कोई भत्ता मिलता हो
House rent allowance, conveyance allowance of other
Compensatory allowance in the present post
7. जिस तारीख से छुट्टी मांगी गई उसका स्वरूप एवं पूर्ण समय
Nature and period of leave applied for date from which required
8. रविवार और अन्य छुट्टीयां जो जोड़ी या न जोड़ी जाती हो
Sunday and Holidays if any proposed to be prefixed/suffixed
to leave
9. छुट्टी लेने का कारण
Ground on which leave is applied for
10. पिछली ली गई छुट्टी का स्वरूप एवं उससे लौटने की अवधि
Date of return from last leave and the nature and Period of that
leave
11. छुट्टी मंजूर होने की दशा में छुट्टी के समय में आवेदक का पता
Leave address, if granted

I propose do not at avail my self of leave travel concession for the block year

During the ensuring leave.

12. (a) I understand to refund the difference between the leave salary during leave on average pay iesmmut, leave and that
admissible during leave on half average pay leave, which would not have been admissible had the provise to F.R 88(b)
M.B.E.R. 79 9 (e) of the revised leave Rule 14 (c) of Madhya Pradesh Revised Rule 1934 Rule 93 (c) of Rajasthan
Service Rule not been applied in the event of my retirement from service at the end or during currency of the leave.
(b) I understand to refund the leave salary drawn during "leave not due" which would not have been adminassion had
F.R. 81 (c) Rule II (d) of the Revised Rule 1933/Rule 15 of Madhya Pradesh Revised Leave Rule 1934/ rule 79-A of
M.B.F Rule 93 (d) of Rajasthan Service not been applied in the event of my voluntary retirement from service at the end
or during currency of the leave.

**Signature of Applicant
(with date)**

13. Remarks and Recommendation
The controlling officer

**Signature (with date)
and Designation**

Certificate Regarding Admissibility of Leave
(By Account – General in case of Gazetted officer)

14. Certified that (nature of leaves)
for (period) from to
Is admissible under Rule of the

**Signature (with date)
and Designation**

15. Order of the sanctioning authority

**Signature (with date)
and Designation**

If the applicant is drawing any compensatory allowance, the sanctioning authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying similar allowance.
