

**APPLICATION OF LEAVE**

Note- Items 1 to 10 must be filled in by all applicants whether Gazetted or non Gazetted.  
Item 12 applies only in the case of Gazetted Officers.  
Item 13 and 14 apply in the case of Non Gazetted Officers.

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- 1. Name of applicant : DEBAL RAY
- 2. Leave Rules applicable : AIS Leave rules
- 3. Post held : CCF, Headquarter.
- 4. Department or Office : Forest Department
- 5. Pay : Rs.
- 6. House allowance, conveyance allowance or other compensatory allowance drawn in the present post : Not Applicable
- 7. Nature and period of leave applied for, and date from which required : Earned Leave, Eight Days, 21<sup>st</sup> May to 28<sup>th</sup> May , 2014.
- 8. Grounds on which leave is applied for : Availing LTC
- 9. Date of return from last leave, and the nature and period of that leave : 20<sup>th</sup> Dec, 2013, 3 months, study leave.
- 10. (a) 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 / half pay leave which would not have been admissible had the proviso to / rule 184 (b) / rule 172 ( c ) (iii) of the W.B.S.R., Part I / 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 not have been admissible had the rule 184 ( c ) applied in the event of my retirement from the end or during the currency of the leave. :

Date: **02.07.2012**

Signature of Applicant

- 11. Remarks and / or recommendation of The Controlling Officer :-

Date..... Signature.....

Designation.....

- 12. Report of the Audit Officer :-

Date..... Signature.....

Designation.....

13. Statement of leave granted to applicant previous to this application:

Nature of Leave	In current year	During past year	Total
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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 for  
Earned Leave  
is admissible under article ..... of  
rule

Date.....20

Signature.....

Designation.....

15. Orders of the sanctioning Authority :-

Date.....20

Signature.....

Designation.....

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\*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 a similar allowance.