

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. Item 12 applies only in the case of gazetted officers. Items 13 and 14 apply only in the case of non-gazetted officers.

1. Name of the applicant:
2. Leave Rules applicable:
3. Post held:
4. Department of Office:
5. Pay:
6. House rent allowance, conveyance allowance or other compensatory allowances drawn in the present post:
7. Nature and period of leave applied for and 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 that 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/half pay leave, which would not have been admissible had the proviso to FR18 (b) (ii)/Rule 13 (c) (iii) of the Revised Leave Rules, 1934 not been applied in the event of my retirement from service at the end or during the currency of the leave.

Date
Leave address:.

Signature of the applicant

11. Remarks and/or recommendation of the controlling officer.

Date

Signature
Designation

12. Report of the Audit Officer

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

Nature of leave	In current year	During past year	Total
Privilege/on average pay/earned			
On average pay Medical Certificate/Commuted			
On half average pay/half pay			
Not due			
On quarter average pay			
Extraordinary			
Maternity			
Total			

14. Certified that leave on average pay/earned leave for months and days from..... tois admissible under..... of the

15. Orders of the sanctioning authority

Date

Signature
Designation