

APPLICATION OF LEAVE

Note:- Item 1 to 10 must be filled by the all application whether Gazetted or Non-Gazetted.

1. Name of Applicant : _____
2. Leave Rule Applicable : _____
3. Post Held : _____
4. Department, Office, Section : _____

5. Pay : _____
6. House Rent Allowance, Conveyance :
Allowance or other Compensatory post. _____
7. Nature and Period of Leave applied :
for _____
8. Sunday and holidays, if any proposed :
to be prefixed suffixed to leave _____
9. Ground on which leave is applied for : _____
10. Date of return from last leave and :
the nature and period the leave. _____
11. Address while on leave : _____

12. (A) I, undertake to refund the difference between the leave salary drawn during leave on average pat/computed leave and behalf average pay/Half pay leave which would no have been admissible had the revise Rule,3..73(B)
- (B) Rule 8.119 (c) of the Punjab Service rules Vol-II part-II not been applied in the even of my retirement from Service at the end of during the currency of the leave.
- (C) I, undertake to refund the leave salary drawn during leave not die which would not have been admissible have rule,8.73(c) Rule,8.119.
- (D) of the Punjab Civil Service rule Vol-I, part-I, not been applied in the event of may/voluntary retirement Resignation from service at the any time until leave Half pay leave not less than the amount of leave not due availed of by me.

Signature of applicant
with Date.

Remarks and/or recommendation of the controlling officer.

Signature with Designation.

CERTIFICATE REGARDING ADMISSIBLE OF LEAVE.

Certified that _____ for _____ from _____ to _____ is
admissible under rule _____ of the _____ Rules.

Signature with Date, Designation,