

Application for earned leave

Note : Item I to II must be filled in by all applicants.

1.	Name of applicant	
2.	Leave rules applicable (statutory provision)	
3.	Post held	
4.	Department/Office	
5.	Pay (including SP, if any)	
6.	HRA, C.A. or other compensatory allowance drawn in the present post	
7.	Nature and period of leave applied for and date from which required	
8.	Sunday and holiday, any, proposed to be pre-fixed/suffixed to leave	
9.	Ground on which leave is applied for	
10.	Date of return from last leave and the nature and period of that leave	
11.(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 8.73 (b)(ii)/rule 8.19 (c)(iii) or the Punjab Civil Services Rules, Volume I , 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 would not have been admissible, had rule 8.73© rule 8.19 (d) of the PCSR, Vol. I, part I, not been applied in the event of my voluntary retirement or resignation from service or any time until I earn half pay leave not less than the amount of leave not due availed of by me	

Signature of applicant

12. Certified that _____ for _____ days leave from _____ to _____
is admissible under clause _____ of chapter _____ of the Status.

(Signature of Reporting Authority)

13. Remarks and/or recommendations of Officer/Section Incharge/HOD/DDO/C.O.
Dr/Sh _____ will look after his work during leave period.

(Signature)

14. Orders of the sanctioning authority.

(Signature)

Part - A

Application for earned leave (for Class-III & IV employees)

Note : 1 to 6 must be filled in by all applicants.

1.	Name of applicant	
2.	Post held	
3.	Deptt./Office/Section/Unit/KVK/ORS.	
4.	Nature and period of leave applied for and date from which required .	
5.	Ground on which leave is applied for	

Signature of applicant
(with date)

Part - B

For office use

6.	Leave rules applicable (Stationary provision)	
7.	Pay (including SPø if any)	
8.	Sunday and holiday, any proceed to be pre-fixed/suffixed to leave	
9.	Date of return from last leave and the nature and period of that leave	

12. Certified that _____ for _____ days leave from _____ to _____
is admissible under clause _____ of chapter _____ of the Status.

(Signature of Reporting Authority)

13. Remarks and/or recommendations of Officer/Section Incharge/HOD/DDO/C.O.
Sh./Smt. _____ will look after his work during leave period.

(Signature)

14. Orders of the sanctioning authority.

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.