

ASSAM SECRETARIAT (CIVIL)
APPLICATION FOR LEAVE

1. Name of Applicant :
2. Leave Rules Applicable :
3. Post Held :
4. Department or Office :
5. Pay :
6. House rent allowance,
conveyance or other
compensatory allowance drawn
in the present post :
7. Nature and period of leave
applied for and date from which
required :
8. Ground on which leave
applied for :
9. Date of return from last leave
and the nature and period of
that leave :

I undertake to refund the difference between 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 F.R. 81(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 leave.

Date :

SIGNATURE OF APPLICANT

LEAVE ADDRESS :

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Remarks and/or recommendation of the controlling officer :

Date :

SIGNATURE :

DESIGNATION :

DEPARTMENT :