

**FORM (G. F. R. 13)**

(See Para 118)

**FORM FOR APPLICATION FOR LEAVE**

NOTE : Items 1 to 9 must be filled by the applicant whether Gazetted or Non-Gazetted. Item 10 applies only in the case of applicants subject to the ordinary leave rules under the F. R. who apply for on average pay on medical certificate or an extension of that leave under the provision to F. R. SL (B) (ii).

Item 12 applies only in the case of Gazetted Officer, Item 13 and 14 apply in the case of Non-Gazetted Officer.

1. Name of Applicant :
2. Leave Rules applicable :
3. Post held :
4. Department or Office :
5. Pay :
6. House 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 and period of that leave :
10. I undertake to refund the differences between an average pay and half average pay for the period of leave on average pay which would not have been admissible had the provision to F. R. 81 (b) (ii) not been applied in the event of my retirement from service at the end of during currency of the leave.

Date : Signature of applicant

11. Remarks and/or recommendation of the Controlling Officer.

Date : Signature

12. Report of the Audit Officer Designation

Date : Signature

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

Nature of leave. In the current year.

During the past year.

Casual

Total

Privilege.

On average pay (including earned leave under Revised Leave Rules 1933)

On average on MC.

On half average pay.

On Quarter average pay.

On half average pay on private affairs.

On average pay on M. C.

Extra-Ordinary Leave.

	Total	
14. Certified that liable on average pay		for
	Earned leave	
	day from 20	to
Months and		
20	is admissible	under
Date		Article
		Signature
		Designation

If the applicant is drawing any compensatory allowances 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.