

APPLICATION FOR LEAVE

(Note :- 1 to 9 must be filled in by the applicant)

1. Name of applicant :
2. Post held :
3. Name of College :
4. Pay & Scale of pay : Basic Pay : ` AGP : `
Scale : `
5. House rent allowance, Conveyance allowance or other compensatory allowance drawn in the present post : HRA : ` CCA : `
6. Nature and period of leave applied for and date from which required :
7. Sundays & Holidays, if any proposed to be prefixed / suffixed to leave :
8. Ground on which leave is applied for :
9. Date of return from last leave and the nature and period of that leave :
10. (a) I undertake to refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave which would not have been admissible in the event of my retirement from service at the end of or during the course of leave.
(b) I undertake to refund the leave salary drawn during 'leave not due' which would not have been admissible had rule 85, Part I, not been applied in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.

Place : Kollam

Date: _____ Signature of the applicant.

11. Remarks / recommendations of the Controlling Officer.

Signature with Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

12. Certified that _____ for _____ days from _____ to _____ is admissible under rule 23 of the Service conditions of the Teaching Staff / Non-Teaching Staff of Private Colleges.

Signature with Designation

13. Orders of the sanctioning authority

MANAGER