

FORM OF APPLICATION FOR LEAVE  
(SEE SUPPLIMRNTARY RULES 216)

Note: Item I to II must be filled in by all applicants whether Gazetted or Non & Gazetted

1. Name of Applicant : SOUMITRA MAITY
2. Leave Rules Applicable : CCS leave rules 1972
3. Post held : MTS
4. Department, Office & Section : o/o the DGA / SER / GRE / 101-43
5. Pay : 36100/2
6. House Rent Allowance, Conveyance Allowance, Drawn in the present post : As admissible
7. Nature and period of leave applied for and date from which required. : E.L for one day on 17-04-2024,
8. Sunday & Holiday, if any proposed to be prefixed/ suffixed to leave. : -
9. Ground on which leave is applied for. : private affairs (self illness)
10. Date of return from last leave and the nature from last leave and the nature and period of that leave. : 07-03-24, E.L for 3 days on 04-03-24 to 06-03-24,
11. I proposed/do not propose to avail myself of leave travel concession in the block years.....during the consuring leave. :
12. (i) I undertake to refund the difference :  
between the leave salary drawn during the leave on average pay/ commuted leave and that admissible during leave on half pay leave which would not have been admissible had the provision to ER-81(b)  
(b) Revised leave Rules 1983 not been :  
applied into the event of my retirement from service at the end of during the currency of the Leave.

Contd. P/2..

(2)

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(ii) I undertake to refund the leave salary drawn during leave not due which would not have been admissible had F.R. 81 (C) Rules II (d) of the revised leave rules, 1978 not been applied in the even of my voluntary retirement of registration from service any time if until earn half pay leave, leave not due, availed of by me.

*Sarmitra Maity*

Signature of the applicant

Date: 16-04-24

13. Remarks of recommendation of controlling officer.

Dated:

Signature:

Designation:

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE  
BY ACCOUNTANT GENERAL ON THE CASE OF GAZETTED OFFICER**

Certified that .....Nature of leave for.....  
..... From.....to..... is  
admissible under rule 26/30 of the CCS Leave Rules 1972.

**EL Balance:**

Signature:

Dated:

Designation:

14. Order of the sanctioning authority.

Signature:

Designation: