

# Regional Institute of Education, Mysore - 570 006

## APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of Applicant.
  2. Post Held.
  3. Department / Office / Section.
  4. Pay.
  5. House rent and other compensatory allowance drawn in the present post.
  6. Nature and period of leave applied for and date from which required.
  7. Sundays and Holidays, if any, proposed to be prefixed / suffixed to leave.
  8. Grounds on which leave is applied for.
  9. Date and return from last leave, and the nature and period of that leave.
  10. I proposed / do not propose to avail myself of leave travel concession for the block years..... during the ensuing leave.
  11. Address during leave period.
  12. In the event of my resignation or voluntary retirement from service, I undertake to refund :-
    - i) the difference between the leave salary drawn during commuted leave and that admissible during half-pay leave which would not have been admissible had sub-rule (1) of rule 30 not been applied
    - ii) the leave salary drawn during 'leave not due' which not have been admissible, had-sub-rule (1) of rule 31 not been applied
- Score out whatever be not applicable

Date :

*Signature of Applicant*

13. Remarks and / or recommendation of the Controlling Officer

Signature  
Designation

# CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

(By Audit Office in case of Gazetted Officer)

14. Certified that.....  
(nature of leave)

.....  
from.....to.....  
(period)

..... is admissible under rule..... of the Central Civil  
Services (leave) Rules, 1972

Date :

Signature  
Designation

15. Orders of the authority competent to grant leave.

Date :

Signature  
Designation

If the applicant is drawing any compensatory allowance, it should also be indicated in the orders on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.