

**National Telecommunications Institute for Policy Research Training and Innovation
ALTTC Campus, Govt. of India Enclave, Ghaziabad-201002 (UP)**

**FORM OF APPLICATION FOR LEAVE
(See Supplementary Rule 216)**

S.R.-1

Note: Items 1 to 11 must be filled in by all applicants whether gazetted or non-gazetted

1. Name of Applicant :
2. Leave Rules Applicable :
3. Post Held :
4. Department, Office and Section :
5. Pay :
6. House rent 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. Sunday and holidays, if any proposed to be prefixed/suffixed to leave :
9. Ground on which leave is applied for :
10. Date of return from last leave and the nature and period of that leave :
11. I propose / do not propose to avail myself of leave travel concession in the block years during the ensuing leave :
12. (a) I undertake to refund the difference between the leave salary drawn during leave on average pay/ commuted leave and that admissible leave on half average pay/ half pay leave, which would not have been admissible had the provision to F.R.81(b)(II) Rule II(c) (III) of the revised Leave Rules, 1933 not been applied in the event of my retirement from service at end or during the currency of the leave.

12. (b) I undertake to refund leave salary drawn during leave not due which would not have been admissible had F.R.81 (c) Rule 11(d) of the Revised Leave Rule 1933 not been applied, in the event of my voluntary retirement or resignation from service at any time I until earn half pay leave not less than the amount of leave not due availed of by me.

Date:

Signature of applicant

13. Remarks and/ or recommendation of the Controlling Officer:

Signature

Date:

Designation:

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

(By Accountant General to the case of gazetted Officers)

14. Certified that..... [Nature of leave] for
from [period] to is admissible under rule
of the..... Rules.

Signature.....

Date.....

Designation.....

15. *Orders of the sanctioning authority:

Signature.....

Date.....

Designation.....

*If the applicant is drawing any compensatory allowance the sanctioning authority should state whether on the expiry of leave, he is likely to return the same post or to another post carrying a similar allowance.