

APPLICATION FOR LEAVE

NOTES— Item to 8 must be filled in by all applications, whether Gazetted or not Gazetted.

Item 9 applies only when leave on average pay on medical certificate is applied for under the proviso to F.R. 31 (b) to (i)

proviso (a) or (b) to C.S.R. 736 (b) (ii).

1. Name of applicant.
2. Post held.
3. Department or Office.
4. Pay.
5. House rent allowance, conveyance allowance or other compensatory allowance drawn in the present Post.
6. Nature and period of leave applied for and date from which required.
7. Grounds on which leave is applied for.
8. Date return from last leave, and the nature and period of that leave.
9. I undertake to refund, by deduction from any pension, if necessary, the difference, if any between average pay and half average pay for the period of leave on average pay granted in excess of the period admissible otherwise than medical certificate, if retire from Government service at the end of this leave or of an extension of it.

Signature of applicant.

Date

10. Remarks and for recommendation of the controlling officer—

Date

(Signature)

(Designation)

11. Report of Audit Officer—

Date

(Signature)

(Designation)

12. Statement of leave granted to applicant to this application

Name of Leave.	In current year	During past year	Total
On full pay			
On full pay on Medical Certificate			
On half pay			
On half pay on Medical Certificate			
On quarter pay			
On quarter pay on Medical Certificate			
Earned Leave			
Leave on private affairs			
Leave on Medical Certificate			
Extraordinary Leave			
Total			

13. Certified that earned leave leave on private affairs. for Months
Leave on full pay and days from 199 to 199 is

admissible under Rules of the Fundamental Rules
Sindh Civil Services Rules
Revised Leave Rules

Date (Signature)
 Date (Designation) Do. - 1979

14. Order of sanctioning authority:-

Date (Signature)
 (Designation)

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