

**APPLICATION FOR EARNED LEAVE OF GAZETTED OFFICER**

Notice: - Item No.1 to 10 must be filled in by the applicant.  
Item No.9 applies only in the case of application for leave on average pay on Medical Certificate under provision of fundamental rule 81 (ii)

1. Name of applicant :-
2. Leave Rules applicable :- Leave Rules, 1934
3. Post held :-
4. Department or office :-
5. Basic Pay :-
6. House Rent allowances,  
Conveyance allowances  
or other compensatory  
allowances drawn in the  
present post. :-
7. Nature and period of leave  
Applied for and date from  
which required. :-
8. Ground on which leave is  
applied for :-
9. Date of return from last  
leave and the nature and  
period of the leave :-
10. Certified that in the event of my deciding to retire from service at the end of the leave (or an extension of leave) on average on medical certificate granted to me under the provision to Fundamental Rule 91(b)(ii), I undertake to refund the difference between the average pay and half average pay of the period of leave on average pay which would not have been admissible and the provision referred to above not been applied.
11. Leave Address :-

Date.....

**SIGNATURE OF APPLICANT**

12. Remarks and/or recommendation of the controlling officer

Date.....

**SIGNATURE & DESIGNATION**

If the applicant is drawn any compensatory allowance the sanctioning authority should state in the sanctioning order who/ he is likely to return to the same post or to another post carrying a similar allowance ( of also provision (I) and notes S.R.116)