

**FORM NO. 2**

**( Subsidiary Rule 86 )**

**APPLICATION FOR LEAVE**

Note – Item 1 to 9 must be filled in by all applicants whether Gazetted or non – Gazetted.

Item 12 applies only in the case of gazetted officers.

Item 13 and 14 apply only in the case of non-Gazetted officers.

1. Name of applicant -
2. Rules applicable -
3. Post held -
4. Department/Office -
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. Ground on which leave is applied for -
9. Date of return form last leave,  
and the nature and period of that leave. -
10. I undertake to refund the difference between -  
the leave salary drawn during leave on  
overage pay-commuted leave and that  
admissible during leave on half average  
pay/half pay leave, which would not have  
been admissible had the provisions to  
S.R.94 (a) (iii) not been applied in the event  
of my retirement from service at the end or  
during the currency of the leave.

Date : .....

Signature of applicant  
Leave address :

Contd...2/-

11. Remarks and /or recommendation of the Controlling Officer

Date \_\_\_\_\_

Signature :  
Designation:

12. Report of the Audit Officer

Date \_\_\_\_\_

Signature:  
Designation:

13. Statement of leave gazetted to applicant previous to this application

Nature of leave	In current year	During past year	Total
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Privilege/on average  
Pay/earned

On average pay on  
M.C./Commuted

On half average pay)

Half pay

Not due

On Quarter average pay

Extra ordinary \_\_\_\_\_

Total \_\_\_\_\_

14. Certified that leave on average pay/ earned leave for \_\_\_\_\_

\_\_\_\_\_ months and \_\_\_\_\_ day from

\_\_\_\_\_ 201\_ to \_\_\_\_\_ 201\_ is admissible \_\_\_\_\_

under \_\_\_\_\_ of t he \_\_\_\_\_

Date \_\_\_\_\_

Signature  
Designation

15. Orders of the sanctioning authority :-

Date : .....

Signature:  
Designation: