

APPLICATION FOR EARNED LEAVE/COMMUTED LEAVE

1. Name of applicant :
2. Leave rules applicable :
3. Post held :
4. Deptt./Office/Section :
5. Basic Pay :
6. HRA/Conveyance allowance or other Allowance drawn in the present post. :
7. Nature & period of leave applied for Leave & date from which required :
8. Sunday & Holiday, if any proposed to be prefixed/suffixed to leave :
9. Ground on which leave in applied for :
10. Date of return from the last leave And the nature & period of that leave :
11. (a) I undertake to refund the difference between the leave salary drawn during leave on average pay commuted leave and that admissible during leave on half average pay/half pay leave, which would have not been admissible, had the provide to rule 8.73 (b) (ii) rule 0.19 (c) of the Punjab Civil Service Rules Vol-I, Part-I, not been applied in the event of may retirement from services at the end of during the currency of the leave. :
12. I undertake to refund the leave salary drawn during leave not due which should not have been admissible had rule 8.73 (c) rule 8.19 (d) of Punjab CSR Vol-I, Part-I not been applied in the event of my voluntary Retirement of re-designation from service at any time Until I earn half pay leave not less than the amount of leave not due availed of by me. :

ADDRESS WHILE LEAVE

Signature of Applicant