

APPLICATION FOR LEAVE

NOTES. **Item 10 & 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 b G.S.R 736 (b) (ii)

1. Name of applicant.
2. Post held (BPS)
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 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 Medical Certificate			
Earned Leave			
Leave on Private affairs			
Leave on Medical Certificate			
Extraordinary Leave			
Total			

13. Certified that Earned leave _____ for _____
Leave on private affairs _____
Leave on full pay _____

and _____ days from _____ 199 _____ to _____ 199 _____
is _____

Rules _____ Fundamental
Admissible under Rules _____ of the _____ 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.