

**ANNEXURE**  
**EARNED LEAVE APPLICATION FORM**

1. Name of applicant :
2. Post held :
3. Department Office & Section :
4. Pay :
5. House rent and other compensatory allowance drawn in the present post :
6. Nature and period of leave applied for and date from which required :
7. Sunday & Holiday, if any proposed to be fixed/ suffixed to leave :
8. Ground on which leave is applied for :
9. Date of return from last leave, and the period of that leave. :
10. I proposed/do not proposed to avail myself of leave travel concession for the block year \_\_\_\_\_
11. Address during leave period
12. In the event of my resignation or voluntary retirement for service, I undertake to refund :
  - a) The difference between the leave salary drawn during 'commuted leave' and that admissible during half pay leave, which could not have been admissible had sub rule (i) of rule 30 not. been applied.
  - b) The leave salary drawn during 'Leave not due' which would have admissible had sub rule (i) on rule 30 not been applied.

(Score out whatever be not applicable)

Signature of applicant  
(with date )

Remarks or recommendation of the controlling officer.

Signature (with date)  
Designation: