

Dr. YS Parmar University of Horticulture & Forestry, Nauni, Solan

APPLICATION FOR EARNED LEAVE

Note:

1. *Item 1 to 9 must be filled in by all the applications whether gazetted or Non-gazetted.*
2. *Item 10 applied only in the case of applicants subject to the ordinary leave rules under the F.R who apply for leave on average pay on medical certificate or an extension of that leave under the provisions to FR 81(B).*

1. Name of the applicant :

2. Leave rules applicable : **As Per University Rules**

3. Post held :

4. Pay (Rs) :

5. Department / Office :

6. House rent allowance conveyance allowance/other
compensatory allowance in the present post :

7. Nature of leave applied or and date from :

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8. Ground on which leave is required :

9. Date of return from last leave and the
nature and period of leave :

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10. I undertake to refund the difference between average and half average pay for the period of leave on average which not have been admissible had the provisional to F.R. 81 (B)(II) not been applied in the event of my retirement from service at the end or during currency of leave.

Dated:

(Signature of the applicant)

Leave Address

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Remarks and recommendation of the controlling officer (If any)

Signature and Seal of the Officer