

**APPLICATION FOR LEAVE.**

Notes:- Items 1 to 9 must be filled in by all applications.

Items 12 applies only in the case of Government Servants of Grade 16 and above.

1. Name of application \_\_\_\_\_ E.No. \_\_\_\_\_

2. Leave Rules applicabnle \_\_\_\_\_ 3. Post held \_\_\_\_\_

4. Department or Office \_\_\_\_\_ 5. Pay \_\_\_\_\_

6. House Rent allowance, conveyance allowance or other compensatory allowance drawn in the present post \_\_\_\_\_

7. (a) Nature of leave applied for \_\_\_\_\_

(b) Period of leave in days \_\_\_\_\_

(c) Date of Commencement \_\_\_\_\_

8. Particular Rule/Rules under which leave is admissible \_\_\_\_\_

9. (a) Nature of return from last leave \_\_\_\_\_

(b) Nature of Leave \_\_\_\_\_

(c) Period of Leave in days \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant

10. Remarks and recommendation of the controlling officer. { \_\_\_\_\_  
\_\_\_\_\_

11. Certified that leave applied for is admissible under Rule \_\_\_\_\_

And necessary conditions are fulfilled.

Signature \_\_\_\_\_

Dated \_\_\_\_\_ Designation \_\_\_\_\_

**12. Report of Audit Officer.**

Signature \_\_\_\_\_

Dated \_\_\_\_\_ Designation \_\_\_\_\_

13. Order of the sanctioning authority certifying that on the expiry of leave the application is likely to return to the same post or another post carry the compensatory allowances being drawn by him.

Signature \_\_\_\_\_

Dated \_\_\_\_\_ Designation \_\_\_\_\_

\*Strike out if not applicable.

[SEE INSTRUCTIONS ON REVERSE]

## INSTRUCTIONS.

- 1) When applications for leave, under the rules, have to be submitted to Divisional Office, such applications must be in duplicated and accompanied by pass applications on forms 64, if passes are required.
- 2) Leave certificate Accounts Office are not necessary in case of non-gazetted officers proceeding on leave other preparatory to retirement.
- 3) Applications requiring Accounts Officer certificate should be submitted in duplicate.
- 4) Authenticated extracts from service book or service register should accompany the application when submitted to Accounts Officer for certification in case of non-gazetted officer.
- 5) A gazetted officer should quote reference to rules under which he is entitled to leave against item 5 of the application.
- 6) Medical certificate – in case on non-gazetted officers applying for leave on medical certificates for more than six months – must be countersigned by the D.M.O concerned.
- 7) Unless specially otherwise ordered, leave must begin within 35 days of the date on which it is granted ( Article 840, C.S .Regulations)
- 8) When the leave is to be spent out of Pakistan it should be so specified in the application.

**Genl.59.**