



All India Institute of Medical Sciences, Guwahati
Changsari, Assam - 781101

1. Name of the applicant : _____

2. Post Held : _____

3. Department/Office and Section : _____

4. Nature of Leave EL/HPL/EOL/CCL

Date from which required : From _____ To _____

5. Period of Leave applied for
Sundays/Holidays if any Prefix/

Suffixed to leave : Prefix _____ Suffix _____

6. Ground on which leave is applied : _____

7. Address during Leave Period with : _____
Mobile Number _____

8. Date of return from last leave and
The nature and period of that leave: _____

9. I propose/do not propose to avail myself of leave /travel concession in this block
year _____ during the ensuing leave.

10. I undertake to refund the difference between the leave salary drawn during leave
on average pay/commuted leave and admissible during leave on half average pay/
half pay leave, which would not have been applied in the event of my retirement from
service at the end or during the currency of the leave.

11. I undertake to refund the leave salary drawn during leave not due which would not have been admissible had F.R 81(c) /Rule 11 (d) of the Revised Leave Rules 1933 not been applied, in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.

Date :

Signature _____

Designation _____

RECOMMENDATION BY THE CONTROLLING AUTHORITY

Recommended/Not Recommended

Seal &Signature of Controlling Authority

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

(By Pr. Accountant General in the case of gazetted officers)

12. Certified that _____(Nature of Leave) for
_____ from _____ to _____(period)
is admissible under rule _____ of the _____(Rules)

Signature

Designation _____

13. Orders of the sanctioning authority :

Signature

Designation _____

- If the applicant drawing any compensatory allowance, the sanctioning authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying a similar allowance.