

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

INDIAN INSTITUTE OF VEGETABLE RESEARCH

Post Bag No. 01, P. O. Jakhini (Shahanshahpur), Varanasi – 221305

APPLICATION FORM FOR LEAVE OR EXTENSION OF LEAVE

1. Name of the Applicant:
2. Post held:
3. Department, Office and Section:
4. Pay:
5. Nature & period of leave applied for and the date from which required:
6. Sundays & Holidays, if any, proposed to be prefixed/suffixed:
7. Grounds on which leave is applied for:
8. Nature, period and date of return from last leave:
9. If applied for taking some exam, details of permission by office:
10. I propose/don't propose to avail LTC (Block Year) during the leave:
11. Address while on leave:
12. I undertake to refund the difference between the leave salary drawn during the leave or average pay/commute leave and that admissible during the leave on half average pay/half pay leave which would not have been admissible and the provision of F.R. 82(b)(ii) rule (G)(iii) of the retirement from service at the end of or during the current leave.
13. I undertake to refund the leave salary drawn during 'Leave Not Due' which would not have been admissible had R.F.81(c) rules (ii)(d) of the revised leave rules, 1972 not been applied in the event of any voluntary retirement from service at the end of or during the current leave.

Dated:

Signature of the Applicant

14. Remarks and/or recommendations of the Controlling officer:

Dated:

Signature
Designation

15. Sanction of the authority competent to grant leave:

Dated:

Signature
Designation

Doc. No.: IIVR/QMSF/14