

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/07
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
	Revision No.:0.0	Issue No.: 1.0	Page No: 1 of 1

APPLICATION FORM FOR LEAVE OR EXTENSION OF LEAVE

1. Name of the Applicant :
2. Designation :
3. Division/ Section/ Unit :
4. Pay Level/ Grade Pay :
5. Type of the leave applied :
6. Period & Dates of leave applied :
7. Prefixes & Suffixes, if any :
8. Ground/ Reason of leave :
9. Details of Last Leave availed :
10. Whether any Exam is to be undertaken during the leave :
(If yes, Approval of the Director, should mandatory be enclosed)
11. Whether LTC (Block Year) is to be availed during the leave :
12. Address while on leave :
13. 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.
14. 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*

Remarks and/or Recommendations of the Controlling officer:

Dated: *Signature*
Designation

Sanction of the Authority Competent to grant leave:

Dated: *Signature*
Designation