**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL)**

**LEKHA PARIKSHA BHAVAN, 361 ANNA SALAI, CHENNAI – 600 018**

**FORM OF APPLICATION FOR LEAVE**

(See Supplementary Rule 216) SR – 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Note : Cols. 1 to 11 must be filled by all applicants, whether Gazetted or Non-Gazetted. | | | | |
| 1. | Name of the Applicant | | **:** |  |
| 2. | Leave Rules Applicable | | **:** |  |
| 3. | Post Held | | **:** |  |
| 4. | Section / Party No. | | **:** |  |
| 5. | Pay & Grade Pay | | **:** |  |
| 6. | House Rent Allowance, Conveyance Allowance and other Compensatory Allowances drawn in the present post | | **:** |  |
| 7. | Nature and Period of Leave applied for and date from which required | | **:** |  |
|  |  | |  |  |
| 8. | Sundays and Holidays, if any, proposed to be prefixed / sufficed to leave | | **:** |  |
| 9. | Ground on which leave is applied for | | **:** |  |
| 10 | Date of return from last leave, and the Nature and Period of that leave | | **:** |  |
| 11. | I Propose/do not propose to avail myself of leave travel concession in the block years …………………………….. during the leave. | | | |
| 12 | a) | I undertake to refund the difference between the leave salary drawn during leave on average pay / commuted leave and that admissible during leave on half average pay / half pay leave which would not have been admissible and the proviso to FR 81 (b) (ii) Rule 11(c) (iii) of the Revised Leave Rules, 1933 not been applied in the event of my retirement from service at the end or during the currency of the leave. | | |
|  | b) | I undertake to refund the leave salary drawn during leave not due which would not have been admissible had FR 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 of the Applicant

|  |  |
| --- | --- |
| 13. | Remarks and / or recommendation of the Controlling Officer |

Date: Signature:……………………………….

Designation: ………………………….

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

(By the Accountant in the case of Gazetted Officers)

Certified that ……………………………………………………………….. (Nature of Leave) for …… days, from ……………………. to …….…………………….. is admissible under Rule ……………….. of the ………………………..Rules.

Date: Signature:……………………………….

Designation: ………………………….

|  |  |
| --- | --- |
| **14 \*** | **Orders of Sanctioning Authority :-** |

Date: Signature: …………………………….

Designation: ………………………….

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