छटटी की अर्जी का फार्म

Form of Application for Leave
(अनुपूरक का नियम 216 देखिए)

See Supplementary Rule 216

1 प्रार्थी का नाम
Name of applicant _____________________________________________________________

2 लागू होने वाली छटटी नियमावली
Leave Rules applicable __________________________________________________________

3 पद
Post held ________________________________________________________________

4 विभाग, कार्यालय और विभाग
Department Office and Section __________________________________________________

5 वेतन
Pay ________________________________________________________________

6 वर्तमान पद पर मिलने वाला मकान किराया भत्ता सवारी भत्ता या अन्य प्रतिक भत्ता
House rent allowance, conveyance or other compensatory allowance drawn in the present post________________________

7 मांगी गई छटटी की किस्म, अवधि और उससे शुल्क होने की तारीख
Nature and period of leave applied for and date from which required ____________________________

8 सूबिवार और छटटी के दिन यदि कोई हो जिन्हें छटटी से पहले बाद में जोड़ना चाहता है
Sundays and holidays, if any proposed to be prefixed/ suffixed to leave __________________________

9. छटटी कारण
Ground on which leave is applied for ____________________________________________________________

10. पहली छटटी से लौटने की तारीख और छटटी की किस्म और अवधि
Date of return from last leave, and the nature and period of that leave __________________________

11. मेरा विचार आगामी छटटी में ................. के खप्त वर्षः के लिए छटटी यात्रा की रियासत लेने का है नहीं है ।
I propose/do not propose to avail myself of leave travel concession for the block year .................. during the ensuring leave

12. (क) मैं यथादेहाँ ऐसा कहता हूँ कि औसत स्वतंत्र छटटी परिवर्तित छटटी की अवधि के लिए गाये छटटी अवधि और आधे औसत अवधि छटटी में मिलने वाले अन्तर को उस रकम को वापिस कर दिया जो छटटी समाप्ति पर अथवा उसके दौरान सेवा निन्दित होने में मूल नियम 81 (ख) (11) संरक्षित नियमावलि 1933 के नियम 11 (प्र) (111) के लागू न होने पर अनुपूरक न होती ।

(a) I undertake to refund the difference between the leave during leave on average pay/committed leave and the admissible during leave on half average pay/half pay leave, which would not have been admissible had the provision to F.R. 81 (ii)/rule(ii)(c) (iii) of the Revised Leave Rules 1933 not been applied in the event of my retirement leave
(b) Undertake to refund the leave salary drawn during “leave not due” which should not have been admissible had F.R. 81 (c) Rule (b) of the Revised Leave Rules, 1933 not been applied in the event of my voluntary retirement from services at any time until. I earn half pay leave not less than the amount of leave not due availed of by me.

**Prashita's Hlasakar / Signature of applicant...............................**

**Date:..................**

**Remarks and/or recommendation of the Controlling Officer**

Prashita / Signature .................................

**Designation ........................................**

**Date:..................**

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

(B) Undertake to refund the leave salary drawn during “leave not due” which should not have been admissible had F.R. 81 (c) Rule (b) of the Revised Leave Rules, 1933 not been applied in the event of my voluntary retirement from services at any time until. I earn half pay leave not less than the amount of leave not due availed of by me.

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