

GOVERNMENT OF RAJASTHAN
Form of Application for Leave Under
the Rajasthan Service Rules

- 1 Name of applicant and father's/husband's Name
- 2 Post held
- 3 Pay
- 4 House rent allowance, Conveyance allowance or other compensatory allowance drawn on the present post.
- 5 Nature and period of leave applied for and date from which required.
- 6 Sundays and Holidays, if any proposed be prefixed/ suffixed to leave.
- 7 Ground on which leave is applied for
- 8 Date of return from last leave and nature and period of that leave
- 9 (a) I undertake to refund the difference between the leave salary drawn during privilege leave, commuted leave and that admissible during half-pay leave which would not have been admissible, had the provisions of provide below clause (iii) of sub rule (c) of rule (2) of Rajasthan Service Rules not been applied In the event of my retirement from service and 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 rule 93 (b) of the Rajasthan Service Rules not been applied, in the event of my voluntary retirement from service at the end or during the current of the leave.

10 Leave - address

Signature of applicant (with date)

11 Remarks and/of recommendation of the Controlling Officer.

Signature (with date)
Designation

Certificate Regarding Admissibility of Leave
(By Accountant General in case of Gazetted Officers)

12 Certified that..... for.....
(Name of leave) (Period)
from to..... is admissible under rule
of the..... Rules.

Signature (with date)
Designation

13 Under of the sanctioning authority.

Signature (with date)
Designation

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