

**GOVERNMENT OF RAJASTHAN  
FORM OF APPLICATION FOR LEAVE UNDER  
THE RAJASTHAN SERVICE RULES**

1. Name of applicant and father/husband name
2. post held
3. Department 'office and section
4. pay
5. House rent allowance' conveyance allowance or other compensatory allowance drawn on the present post
6. Nature and period of leave applied for and date from which required
7. Sunday and holidays if any, proposed to be prefixed/ suffixed to leave
8. Ground on which leave is applied

9. Date of return from last leave and nature and period of that leave सेवा रिकार्ड अनुसार

10.(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 proviso 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 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 rule 93(d) 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.

11. Leave -address ( )  
Signature of applicant (with date)

12. Remarks and / or recommendation of the controlling officer  
Signature (with date)  
Designation

Certificate Regarding Admissibility of Leave  
(By Accountant General in case of Gazette officers)

13. Certified that .....for .....  
(Nature of leave) (period)  
From.....to.....is admissible under rule of  
the.....Rules

Signature (with date)  
Designation

14. Order of the sanctioning authority.

Signature (with date)  
Designation

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