

APPLICATION FOR LEAVE

Item 1 to 9 must filled in by all applicants whether gazetted or non-gazetted Item 12 applies only in case of Gazetted officers, Item 13 and 14 apply only in the case of non-gazetted officers.

1. Name of applicants :
2. Leave Rules applicable :
3. Post held :
4. Department or office :
5. Pay :
6. H.R.A.C.A. or other compensatory Allowances :
drawn in the present post.
7. Nature and period of leave applied for and date :
from which applied.
8. Ground on which leave is applied for :
9. Date of return from last leave and the nature and :
period of the leave.

10. I undertake to refund the difference between the :
Leave-salary drawn during leave on average pay

Commutated leave and that admissible during leave

On half average pay / half pay leave, which would

not have been admissible had the proviso to

F.R.18(b) (ii) R.13 (c) (iii) of the Revised leave

Rules,1934 not been applied in the event of my

retirement from service at the end or during the

currency of the leave.

Date:
applicant

Signature of

Leave
address

11. Remarks and recommendation of the
controlling officer.

Signature

Designation

Report of the Audit officer.

**Date :
Signature**

**Designatio
n**

**12. Statement of leave granted to applicant
previous to this application.**

**13. Certified that leave on average pay/earned
leave.....for.....
Months and.....day
from.....20.....to.....20.....
is admissible.....under.....of
the.....**

Signature

**Date:
Designation**

14. Orders of the sanctioning authority

**Signature
Designation**

In case of Child care leave the following documents is required;

- Forwarding letter from the Head of the Institution.
- Prayer application of the Incumbent.
- Application Form for Child care leave duly recommended by the Head of the Institution.
- Birth certificate of the child.

APPLICATION FORM FOR CHILD CARE LEAVE
(FOR WOMEN EMPLOYEES OF STATE GOVT.)

1. Name of the applicant :
2. Designation :
3. Department/office/Section :
4. Detail of the Children : Sl. No. Name Date of birth

1.

2.
5. Name of Child for whom Child Care Leave is required and applied for. :
6. Date of Birth of the Child :
(Attested copy of Birth Certificate to be Enclosed)
7. Date on which child will be attaining 18 :
Years.
8. Is the Child among the eldest Children : Yes/No
9. Period of Leave days Prefix/ Suffix of holidays if any. : From to
10. Reason (s) for leave applied for :
11. Total Child Care Leave availed till date
(a) In the current year (separate for each spell).
(b) Cumulative total in service till date :
12. (a) Whether permission to leave station is required. : Yes/No
(c) If yes, Address during leave period :
13. Date of return from last leave & nature :
And period of that leave.

Date :

Signature of applicant

Remarks of Controlling Officer
Leave recommended/ Leave not recommended

Date :

Signature

.....

Designation

.....

Office

.....

➤ **How to apply Pension (Final Pension, Final DCRG, Provisional Pension, Provisional DCRG, Leave encashment benefit, GIS Savings/ Insurance Money)**

For sanctioning of Leave encashment benefit the following documents required;

- Forwarding letter from the Head of the Institution.
- Prayer application of the Incumbent.
- Last pay certificate
- Original leave account statement.
- Legal heir certificate in case death employee.
- Copy of Service Book.

For sanctioning of GIS (Saving and Insurance) money the following documents required;

- Forwarding letter from the Head of the Institution.
- Prayer application of the Incumbent.
- Monthly deduction statement along-with bill no and date.
- Form No-3.
- Form No 7/ no objection of family members/ legal heir in case of expired employee.
- Copy of Service Book.

For sanctioning of Provisional Pension/ Provisional DCRG the following documents required;

- Yearwise entry in Service Book
- Service verification by the Head of Institution/ IS
- Form 1, 1A, 2, 19
- Form No. 1A & 2 should be countersigned by IS

- Specimen Signature (3 copies)
- Identification mark & Height
- Non-liability certificate from the authority/ Audit Officer
- Joint photo (3 copies)
- LPC
- Last 10 month Pay statement
- Data Sheet

For sanctioning of Final Pension/ Final DCRG:

Proposal is forwarded to the AG, Assam for sanctioning Final Pension and Final DCRG;