

# FOR U.T./PB/HR OFFICERS

## APPLICATION OF LEAVE FORM-I

Note:-Item 1 to 10 must be filed by the all application whether Gazetted or Non-Gazetted.

1.	Name of Applicant	
2.	Leave Rule Applicable	
3.	Post Held	
4.	Department, Office, Section	
5.	Pay	
6.	House Rent Allowance, Conveyance Allowance or other Compensatory post	
7.	Nature and Period of Leave applied for	
8.	Sunday and holidays, if any proposed to be prefixed suffixed to leave	
9.	Ground on which leave is applied for	
10.	Date of return from last leave and the nature and period the leave	
11.	Address while on leave	

12.(A) I, undertake to refund the difference between the leave salary drawn during leave on average pat/computed leave and behalf average pay/Half pay leave which would no have been admissible had the revise Rule,3.73(B).

(B) Rule 8.119 (c) of the Punjab Service rules Vol-II part-II not been applied in the event of my retirement from Service at the end of during the currency of the leave.

(C) I, undertake to refund the leave salary drawn during leave not die which would not have been admissible have rule,8.73(c) Rule,8.119.

(D)of the Punjab Civil Service rule Vol-I, part-I, not been applied in the event of may/voluntary retirement Resignation from service at the any time until leave Half pay leave not less than the amount of leave not due availed of by me.

Signature of applicant  
with Date.

Remarks and/or recommendation of the  
controlling officer (SP/SSP/DIG)

Signature with Designation.

### CERTIFICATE REGARDING ADMISSIBLE OF LEAVE.

Certified that \_\_\_\_\_ for \_\_\_\_\_ from \_\_\_\_\_  
to \_\_\_\_\_ is admissible under rule \_\_\_\_\_ of the  
\_\_\_\_\_ Rules.

Signature with Date, Designation.

Note: Please send Form-I to Dy Dir(Admn). office so that same could be put up to senior officers on file.