

NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT INSECTS (ICAR)

EARNED LEAVE APPLICATION

1. Name of the Applicant and post held _____
2. Substantive post, if any _____
3. Post which declared quasi-permanent _____
4. Pay and Allowances _____
5. Nature & period of leave applied for and the date from which required _____

6. Sundays & Holidays, if any, proposed to be prefixed/suffixed. _____

7. Grounds on which leave is applied _____
8. If applied for taking some exam, quote No. & date of memo granting permission for the exam _____

9. I propose/don't propose to avail myself for LTC for the block year during the ensuing leave _____

10. Address while on leave _____

11. I undertake to refund the difference between the leave salary drawn during the leave or average pay/commute leave and that admissible during the leave on half average pay/half pay leave which would not have been admissible and the provision of F.R. 82(b)(ii) rule (G)(iii) of the retirement from service at the end of or during the current leave.
12. I undertake to refund the leave salary drawn during 'Leave Not Due' which would not have been admissible had R.F.81(c) rules (ii)(d) of the revised leave rules, 1972 not been applied in the event of any voluntary retirement from service at the end of or during the current leave.

Signature of the Applicant

Dated the _____

Section _____

Contd...



Remarks and/or recommendations of the Controlling Officer

I. During his/her leave Dr/Mr/Ms.....
will look after his/her duties.

II.

(Recommended / not recommended for the leave applied for on the prepage)

(Signature)
Designation of the Controlling Officer

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

Certified that _____ (nature of leave) for _____ period (days)
from _____ to _____ is admissible under Rule
_____ of the Central Civil Service (Leave) Rules, 1992.

Signature (with date)
Designation

Orders of the Competent Authority to grant leave

(Signature)
Designation of the sanctioning Authority

