

ASSAM SCHEDULE-III (SEC.I) FORM NO. 71
(REVISED, 1939)

NORMS : APPLICATION FOR LEAVE OF GAZETTED OFFICERS.

Items 1 to 10 must be filled in by the applicant.
Item 9 applies only in the case of an application for leave on average pay on medical certificate
Under provision to Fundamental Rule 81(b)(ii).

1)	Name of applicant	
2)	Leave Rules applicable	Leave Rules, 1934
3)	Post held	
4)	Department or Office	
5)	Basic Pay	Rs.
6)	House Rent allowances, conveyances allowances or other compulsory allowances drawn in the present post.	Rs.
7)	Nature and period of Leave applied for and date from which required.	Earned Leave for days w.e.f..... to (Prefixing Suffixing being holidays)
8)	Ground on which leave is applied for	Personal ground / Medical ground
9)	Date of return from last leave, and the nature and period of that leave.	

10) Certified that in the event of my deciding to retire from service at the end of the leave (or an extension of leave) on average on medical certificate granted to me under the provision to Fundamental Rule 91(b)(ii), I undertake to refund the difference between the average pay and half average pay of the period of leave on average pay which would not have been admissible had the provisio referred to above not been applied.

Date : _____ Signature of applicant
Leave Address

11) Remarks and/or recommendation of the Controlling Officer :

Date : _____ Signature : _____
Designation : _____

12) Report of the Audit Officer :

Date : _____ Signature : _____
Designation : _____

If the applicant is drawing any compensatory allowance the sanctioning authority should state in the sanctioning orders whether he/she like to return to the same post or to another post carrying a similar allowance for also provisio (i) and notes S.R. 116).