

ICAR-National Institute of Abiotic Stress Management

भाकृअनुप - राष्ट्रीय अजैविक स्ट्रेस प्रबंधन संस्थान

Malegaon, Baramati, Pune - 413 115

मालेगांव, बारामती - ४१३ ११५, पुणे

APPLICATION FOR LEAVE/ EXTENSION LEAVE

अवकाश के लिए आवेदन पत्र

1	Name of the applicant आवेदक का नाम	
2	Post held पोस्ट जिस पर कार्यरत हो	
3	Department, office, section विभाग, कार्यालय, अनुभाग का नाम	
4	Pay वेतन	
5	House rent allowance, conveyance allowance or other compensatory allowances drawn in the present post मकान किराया भत्ता, वाहन भत्ता अन्य वर्तमान पद पर अन्य प्रतिपूरक भत्ते	
6	Nature and period of leave applied for and date from which required छुट्टी, की प्रकृति और अवधि तथा तारीख (जिससे लागू)	
7	Sundays & holidays, if any, proposed to be prefixed/ suffixed to the leave रविवार एवं अन्य छुट्टिया यदि कोई हो, जिन्हे प्रारंभ में या अंत में लगाया जाना प्रस्तावित है	
8	Ground on which leave is applied छुट्टी लेने का कारण	
9	Date of return from last leave, and the nature and period of that leave पूर्व छुट्टी से लौटने का दिनांक, प्रकार, तथा अवधि	
10	If applied for taking some examination, quote the number and date of memo granting permission for the examination यदि कुछ परीक्षा लेने के लिए आवेदन किया है, अनुमति ज्ञापन का नंबर तथा दिनांक	
11	I propose / do not propose to avail myself of leave travel concession मैं उपरोक्त के लिए छुट्टी यात्रा रियायत प्रस्ताव करता/करती हूँ/नहीं हूँ	
12	Year, when last availed of the travel concession वर्ष जब अंतिम बार यात्रा रियायत ली गयी	
13	Address during leave period छुट्टी के दौरान संपर्क पता	

14. 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 (C) (iii) of the retirement from service at the end of or during the current leave.

15. 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.

Date/दिनांक

SIGNATURE OF APPLICANT/आवेदनकर्ता के हस्ताक्षर

16. Remarks and /or Recommendations of The Controlling Officer/ नियंत्रक अधिकारी की टिप्पणी और/या सिफारिस

Date/दिनांक.....

Signature/हस्ताक्षर.....

Designation/पदनाम.....

CERTIFICATE OF ADMISSIBILITY OF LEAVE

छुट्टी की स्वीकार्यता का प्रमाण पत्र

17. Certified that (nature of leave) for(period/days) from to..... is admissible under rule of CCS (Leave) Rules, 1972. In which are holidays.

प्रमाणित किया जाता है कि निम्नलिखित (छुट्टी का प्रकार) अवकाश (अवधि/दिन) के लिए दिनांक..... से..... तक केन्द्रीय सिविल सेवा (अवकाश) नियम,1972 के अंतर्गत स्वीकार्य हैं। जिसमें.....अवकाश दिवस हैं।

Date/दिनांक.....

Signature/हस्ताक्षर.....

Designation/पदनाम.....

18. *Orders of authority competent to grant leave.
Certified that he will continue in the office in the post, but for proceeding on leave during above period.

Date/दिनांक.....

Signature/हस्ताक्षर.....

Designation/पदनाम.....

* if the applicant is drawing any compensatory allowance, it should also be indicated in the orders on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.