

INDIAN INSTITUTE OF PULSES RESEARCH, KANPUR - 208024

Application Form For Earned Leave

अर्जित अवकाश के लिए प्रार्थना-पत्र

1. Name of the Applicant
प्रार्थी का नाम

2. Post held
पद जिस पर कार्य कर रहे है

3. If substantive or quasi permanent
स्थायी/अर्ध स्थायी

4. Name of the section to which attached
विभाग का नाम

5. Nature and period of leave applied for
छुट्टी की किस्म तथा अवधि

6. Sunday and holiday, if any proposed to be
prefixed/suffixed to leave
रविवार छुट्टी जो आगे या पीछे जोड़नी है।

7. Ground on which leave is applied for
छुट्टी लेने का कारण

8. Purpose/do not propose to avail myself
of leave travel concession for the block year
during the ensuring leave
यदि एल.टी.सी. लेने का विचार रखते हैं, यदि हाँ, तो वर्ष

9. Address while on leave
पता जहाँ छुट्टी व्यतीत करेंगे

10. I undertake to refund the differences between the leave salary drawn during leave on average pay/commuted leave & that admissible during live on half pay leave which would not have been admissible had the provision the F.R. 81 (a Rule II (c) III) of the Revised Leave Rules 1933 not been applied in the event of my retirement from service at the end of during the currency of the leave.

संशोधित छुट्टी नियमावली 1933 के अन्तर्गत एफ.आर. 81 (ए) रूल II (सी) (III) मेरे केस में लागू होने पर और मेरे छुट्टी के दौरान सेवानिवृत्त होने की स्थिति में, मैं छुट्टी के दौरान वेतन तथा अर्ध वेतन पर छुट्टी का पैसा वापिस करने का वायदा करता हूँ।

11. (a) I undertake to refund the leave salary drawn during the leave not due which not have been admissible head F.R.81(c) / Rule(d) of the Revised Leave Rule 1933 not applied in the event of my voluntary retirement from service at the end of during the currency of leave.

यदि संशोधित छुट्टी नियमावली 1933 के अन्तर्गत एफ.आर. 81 (सी) रूल II (सी) मेरे केस में लागू न हुआ और छुट्टी के दौरान मेरी स्वेच्छा से अवकाश ग्रहण करने की स्थिति में, मैं वह वेतन जोकि "छुट्टी देय नहीं है" पर लिया गया हो वापिस करने का वायदा करता हूँ।

Signature of the applicant with date
प्रार्थी के हस्ताक्षर.

Remarks and/or Recommendation of Controlling Officer
नियंत्रक अधिकारी की टिप्पणी/संस्तुती

अर्ज-आवक प्रती के आकाश लेगी

1. Name of the Applicant
आर्ज के नाम

2. Post held
आर्ज के पद का नाम

(For Official use Only)
केवल कार्यालय के प्रयोग के लिये

3. If substantive or quasi substantive post held
अर्ज के पद का नाम

4. Name of the section to which attached
आर्ज के खंड का नाम

Dr./Shri has applied for Leave which is available to his credit. This leave applied for may kindly be sanctioned.

डा०/श्री ने से तक के लिये अवकाश के लिये आवेदन किया है। यह छुट्टी उसके खाते में जमा है। कृपया उपरोक्त छुट्टी की मंजूरी प्रदान करें।

5. Ground on which leave is applied for
आर्ज के लिये छुट्टी का कारण

Asstt./Supdt.
सहायक/कार्यालय अधीक्षक

Sanctioned & Certified that he would have continued on the same post at the same station. If he had not proceeded on leave.

छुट्टी की मंजूरी प्रदान की जाती है। यह प्रमाणित किया जाता है कि वे उसी पद और स्थान पर कार्य करते रहते यदि वह छुट्टी पर न जाते।

B. Address while on leave
छुट्टी के लिये पता

10. I undertake to refund the amount of salary drawn during leave on average pay/commuted leave & that admissible during leave on half pay which would not have been admissible had F.R. 81 (a) (ii) of the Revised Leave Rules 1933 not been applied in the my retirement from service at the end of during the currency of the leave.

Director

निदेशक

11. I undertake to refund the amount of salary drawn during the leave not due which would have been admissible had F.R. 81 (c) of the Revised Leave Rules 1933 not applied at the end of my voluntary retirement from service at the end of during the currency of leave.

12. I undertake to refund the amount of salary drawn during the leave not due which would have been admissible had F.R. 81 (c) of the Revised Leave Rules 1933 not applied at the end of my voluntary retirement from service at the end of during the currency of leave.

Signature of the applicant
आर्ज के लिये हस्ताक्षर