

# Rajasthan Housing Board,

Bhagwan Dass Road, JAIPUR



## Leave Application

### PART-A (To be filled by applicant)

1. Name of the applicant .....
2. Post held .....
3. Department/Cell .....
4. Pay .....
5. Nature of leave applied for .....
6. Period of leave from ..... to .....
7. Sunday & holiday if any proposed to be prefixed Subixed to leave. ....
8. Date of return from last leave and the nature and period of that leave. ....
9. Reason for leave .....
10. Address during leave period .....
11. (a) I under-take to refund the difference between the leave Salary drawn during Privilege/Sick leave and that admissible during half Pay leave which would not have been admissible.  
(b) I under-take to refund the leave Salary drawn during "leave not due" which would not have been admissible.

Date \_\_\_\_\_

Signature of applicant

### PART-B For the use of Departmental head

- (1) Recommended not Recommended.....
- (2) Name of the Substitue.....

Date \_\_\_\_\_

Signature of the Controlling Authority

### PART-C (to be filled by Establishment Section)

Leave due

- (1) Casual leave .....
- (2) Sick leave .....
- (3) Earned leave .....

(Signature of the Establishment Incharge)

### PART-D

Leave sanction

Leave not sanctioned

(Signature of Sanctioning Authority)