

M.P. Leave rules

FORM NO. 1
(See Rule 13)

FORM OF APPLICATION FOR LEAVE

Note- 11 must be filled in by all applicants whether gazette or non gazetted. Item 12 may be filled only when it is applicable to the Govt. servant concerned .

1	Name of applicant	
2	Leave rules Applicable	
3	Post held	
4	Department office and Section	
5	Pay	
6	House rent Allowance conveyance allowance or other Compensatory allowance drawn in the present post.	
7	Nature and Period of leave applied for any date from which required.	
8	Sunday and holidays if any purpose to be prefixed/suffixed to leave.	
9	Ground on which leave is applied for	
10	Date of return from last leave and the nature and period of leave.	
11	Leave address is granted.	

12	I Propose do not purpose to avail myself of leave travel concession for the block year -----during the earning leave.	
		<hr/> <p style="text-align: center;">Signature of applicant</p>
13	Remarks and/or recommendation of the controlling officer.	<p style="text-align: center;">Signature (With Date)Designation</p>
14	Order of the sanctioning authority	<p style="text-align: center;">Signature (With Date)Designation</p>
	Note-	<p>If the applicant is drawing any compensatory allowance the sanctioning authority should state whether in expiry of leave he is to return to the some post or to another post carrying a simily allowance,</p>