

**REGIONAL INSTITUTION OF MEDICAL SCIENCES, IMPHAL**

**LEAVE APPLICATION FORM**

( To be submitted in quadruplicate )

(To be filled in by the Applicant )

1. Name of the Application :- .....
2. Post held :- .....
3. Department, office and section :- .....
4. Pay ( including N.P.A if entitled ) :- .....
5. House rent and other compensatory  
drawn in the present post :- .....
6. Nature and period of leave applied :- .....
- For the date from which required :- .....
7. Sundays and holiday, if any, proposed  
To be prefixed / suffixed to leave :- .....
8. Ground on which leave is applied for :- .....
9. Date of return from last leave, and the  
nature and period of that leave :- .....
10. I propose / do not propose to avail myself of leave travel concession for the block year .....  
during the ensuring leave :- .....
11. Address during leave period :- .....

Signature of application.

**TO BE FILLED BY THE HEAD OF DEPARTMENT / SECTION**

12. (a) The leave applied is recommended for the reason for the reason :- .....
13. (b) During his / her absence or leave .....  
will look after / officiating / his / her work in addition to his / her normal duties.

Signature :

Designation :

14. (a) Earned leave as on ..... days .....

(b) Less proposed maternity/earned leave ..... to ..... days .....

(c) Balance earned leave ..... days .....

Certified that .....  
of ..... for ..... days  
from ..... to ..... under Rule .....  
of the Central Civil Service (Leave) Rule, 1972.

D.A.

Section officer / Administrative officer.

**ORDERS**

The leave applied for ..... days as above is granted / refused for the  
reason .....

Certified that he / she would have officiated in the same post but for his / her proceeding on  
leave and that he/ she is to returned to the same post on the expiry of the same.

Signature with seal

Designation.

Imphal, the .....

Momo No. :

Copy to :

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

If the applicant is drawing any compensatory allowance it should be in the orders on the expiry of leave, the employee is likely to return to the same post or to another post carrying similar allowance.