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 from .............. to ......................
6. Period of leave ......................................................................
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 ...........................................................................................

PART-B For the use of Departmental head
1. Recommended not Recommended ..........................................
2. Name of the Substitute ...........................................................

Date ...........................................................................................

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)