

UNIVERSITY OF AGRICULTURAL AND HORTICULTURAL SCIENCES, SHIMOGA



K.C.S.R. FORM 1 -A
(See Rule 175)

FORM OF APPLICATION FOR LEAVE

1. Name of the applicant	
2. Leave Rules applicable i.e., M.S. Rs/ K.C.S.R.'s / B.C.S.R.'s (Madras)/ H.C.S.R.'s. UAS	
3. Post held	
4. Department of Office	
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 and date from which required	
8. Ground on which leave is applied for	
9. Date of return from last leave, and the nature and period of that leave	
10. (a) Address during leave	
11. I undertake to refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave in the even of my retirement from service at the end of or during the currency of the leave	
12. (a) I undertake to refund the leave salary drawn during 'leave not due' which would not have been admissible, in the even of my retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed by me	

Date

Signature of the Applicant

11. Remarks and / or recommendation of the Controlling Officer

Signature _____

Date _____

Designation _____

12. Certified that Privilege / Earned Leave

months and _____ days from _____ 200_____ to _____

is admissible under of the

Signature _____

Date _____

Designation _____

12. * Orders of the Sanctioning authority

Signature _____

Date _____

Designation _____

* If the applicant is drawing any compensatory allowance, the sanctioning authority should state whether on the expiry of the leave he is likely to return to the same post or to another post carrying a similar allowance