



**All India Institute of Medical Sciences, Guwahati**  
**Changsari, Assam - 781101**

**LEAVE APPLICATION OF SR/JR**

1. Name of the applicant : \_\_\_\_\_
2. Post Held : \_\_\_\_\_
3. Department/Office and Section : \_\_\_\_\_
4. Nature of Leave EL/HPL/EOL  
Date from which required : From \_\_\_\_\_ To \_\_\_\_\_
5. Period of Leave applied for  
Sundays/Holidays if any Prefix/  
Suffixed to leave : Prefix \_\_\_\_\_ Suffix \_\_\_\_\_
6. Ground on which leave is applied : \_\_\_\_\_
7. Address during Leave Period with : \_\_\_\_\_  
Mobile Number : \_\_\_\_\_
8. Date of return from last leave and  
The nature and period of that leave: \_\_\_\_\_
9. I propose/do not propose to avail myself of leave /travel concession in this block  
year \_\_\_\_\_ during the ensuing leave.
10. I undertake to refund the difference between the leave salary drawn during leave  
on average pay/commuted leave and admissible during leave on half average pay/  
half pay leave, which would not have been applied in the event of my retirement from  
service at the end or during the currency of the leave.
11. I undertake to refund the leave salary drawn during leave not due which would not  
have been admissible had F.R 81(c) /Rule 11 (d) of the Revised Leave Rules 1933  
not been applied, in the event of my voluntary retirement or resignation from service  
at any time until I earn half pay leave not less than the amount of leave not due availed  
of by me.

Date :

Signature of the applicant: \_\_\_\_\_

Designation: \_\_\_\_\_

**RECOMMENDATION BY THE HOD OF THE DEPARTMENT**

12. Reliever's name (who will look after the assigned duties during leave) is: Dr. \_\_\_\_\_  
\_\_\_\_\_ Designation \_\_\_\_\_

13. The earned leave account of Dr. \_\_\_\_\_ (SR/JR), is given as under -

Date of joining	Leave Credited for the period	Leave availed as on date	Balance as on date
	____ / ____ / ____ to ____ / ____ / ____		

Recommended/Not Recommended

Seal & Signature of HoD/HoD(I/c)

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

14. Certified that \_\_\_\_\_ (Nature of Leave) for \_\_\_\_\_ (days) from \_\_\_\_\_ to \_\_\_\_\_ (period) is admissible under rules.

Dean Academic  
AIIMS Guwahati

15. Orders of the sanctioning authority :

Executive Director  
AIIMS Guwahati

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