



M.P. POWER TRANSMISSION COMPANY LTD.

Application for Leave (For Officers)

1. Name of applicant :
2. Leave Rules applicable :
3. Post held :
4. Place of duty and office to which attached :
5. Pay :
6. Compensatory allowance, (if any) 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 nature and period of that leave :
10. I undertake to refund the difference between the leave salary drawn during leave on average pay / commuted leave and that admissible during leave on half average pay/half pay leave which would not have been admissible had the proviso to F. R.81. (b) (ii) / M.B.F.R. 79 (c) / Rule II (c) of the Revised Leave Rules, 1933/Rule 14 (c) of the revised Leave Rules, as adopted by the Board, not been applied in the event of my retirement from service at the end or during the currency of the leave.
11. Leave address, if granted.

Date..... 20

*Signature and Designation
of the applicant*

12. Remarks and / or recommendations of the Head of Office

Date..... 20

Signature and Designation

13. Remarks and/or recommendations of the Head of Department

Date..... 20

Signature and Designation

Forwarded to the Regional Accounts Officer / Accounts officer **M.P. Power Transmission Company Limited** for certifying the admissibility of leave and return for further action.

Signature

Designation

Audit Officer's Report on the Title of Leave

Certified that leave on average pay without medical / on medical Certificate / earned leave for months days and leave on half average Pay / leave on half pay / commuted leave on medical certificate for months and days from the 20 is / was / will be admissible under F.R. / Revised Leave Rules provided he remains uninterruptedly on duty till that date.

There is no objection to his prefixing or affixing Gazetted holidays viz..... or Sunday, the to leave provided the condition prescribed by the State Government in this respect vide Supplementary Rules made F.R. 68 are satisfied.

If the concession is granted, the fact may kindly be specified in the order granting leave.

N.B.: Leave reported on medical certificate may be granted to an officer on his furnishing proper medical certificate as prescribed in the subsidiary Rules in support of his absence. The fact of the grant of any leave on medical certificate or out of India, Pakistan, Sri Lanka, Nepal, Burma, Aden may be distinctly stated in the order sanctioning the leave.

Signature

Designation