

**W.B. Form No. 2395**

**APPLICATION FOR LEAVE**

Note: Items 1 to 10 must be filled in by all applicants,  
Whether Gazetted or Non – Gazetted.  
Item 12 applies only in the case of Gazetted Officers.  
Item 13 & 14 apply only in the case of Non – Gazetted Officers.

1. Name of applicant :
2. Leave Rules applicable :
3. Post Held :
4. Department or Office :
5. Pay :
6. House allowances, 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 the leave :
- 10.a) I undertake to refund the differences the leave  
salary drawn during leave on average pay/commuted  
leave & that admissible during leave & on half  
average pay/half pay leave which would not have  
been admissible had the proviso to [ rule 184 (b)/  
rule 172(c)(iii) of the W.B.S.R. Part – I ] not been  
applied in the event of my retirement from service  
at the end or during the currency of the leave. :
- b) I undertake to refund the leave salary drawn  
during leave not due which would not have been  
admissible had the rule 184(c)/173 of W.B.S.R.  
Part – I not been applied in the event of my  
Retirement from service at the end of during the  
currency of the leave. :

Date:

Signature of applicant

11. Remarks and/or recommendation of the  
Controlling Officer :

Date:

Signature:  
Designation:

: 2:

12. Report of the Audit Officer :

Signature :

Designation :

13. Statement of Leave granted to applicant previous :  
previous of this application

Nature of Leave	In current year	During past year	Total
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Privellege/on average pay Extend

On average pay on M.C./ Commuted

On half average pay/half pay

Not due

On question average pay

Extraordinary

Total :

14. Certified that leave on ..... average pay for .....

Earned Leave

months and ..... days from ..... to ..... is admissible

..... under article/rule ..... of .....

Date :

Signature :

Designation :

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

15. Order of the sanctioning authority.

Date :

Signature:

Designation :