

**FORM-II**  
**APPLICATION FOR LEAVE**

**NOTE:** ITEMS 1 TO 9 MUST BE FILLED IN BY ALL APPLICANTS.

ITEMS 12 APPLIES ONLY IN THE CASE OF GOVERNMENT SERVANTS  
OF GRANT BS-16 AND ABOVE.

- |           |                                                                                                                     |                                                          |
|-----------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>1)</b> | <b>NAME OF APPLICANT</b>                                                                                            | <hr/>                                                    |
| <b>2)</b> | <b>LEAVE RULES APPLICABLE</b>                                                                                       | <hr/>                                                    |
| <b>3)</b> | <b>POST HELD</b>                                                                                                    | <hr/>                                                    |
| <b>4)</b> | <b>DEPARTMENT OR OFFICE</b>                                                                                         | <hr/>                                                    |
| <b>5)</b> | <b>PAY</b>                                                                                                          | <hr/>                                                    |
| <b>6)</b> | <b>HOUSE RENT ALLOWANCE, CONVEYANCE<br/>ALLOWANCE OR OTHER COMPENSATORY<br/>ALLOWANCE DRAWN IN THE PRESENT POST</b> | <b>H.R.ALLOW. C.A. ALLOW. PERS.ALLOW.</b><br><hr/> <hr/> |
| <b>7)</b> | <b>(A) NATURE OF LEAVE APPLIED FOR</b>                                                                              | <hr/>                                                    |
|           | <b>(B) PERIOD OF LEAVE IN DAYS</b>                                                                                  | <hr/>                                                    |
|           | <b>(C) DATE OF COMMENCEMENT</b>                                                                                     | <hr/>                                                    |
| <b>8)</b> | <b>PARTICULAR RULES/RULES UNDER WHICH<br/>LEAVE IS ADMISSIBLE</b>                                                   | <b><u>LEAVE RULES 1981</u></b>                           |
| <b>9)</b> | <b>(A) DATE OF RETURN FROM LAST LEAVE</b>                                                                           | <hr/>                                                    |
|           | <b>(B) NATURE OF LEAVE</b>                                                                                          | <hr/>                                                    |
|           | <b>(C) PERIOD OF LEAVE IN DAYS</b>                                                                                  | <hr/>                                                    |

DATED:

*SIGNATURE OF APPLICANT*

**10)** REMARKS & RECOMMENDATION OF THE CONTROLLING OFFICER.

**11)** CERTIFIED THAT LEAVE APPLIED FOR IS ADMISSIBLE UNDER THE REVISED LEAVE RULES 1981  
AND NECESSARY CONDITIONS ARE FULFILLED.

SIGNATURE: \_\_\_\_\_

DATED:

DESIGNATION: ASSISTANT SECRETARY (ADMN-II)

No. \_\_\_\_\_

DATED: \_\_\_\_\_

THE ASSISTANT ACCOUNTS OFFICER (PR-VI)  
ACCOUNTANT GENERAL'S OFFICE, LAHORE.

P.T.O.

**12)** REPORT OF AUDIT OFFICE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATED:

DESIGNATION: \_\_\_\_\_

**13)** ORDERS OF THE SANCTIONING AUTHORITY CERTIFYING THAT ON THE EXPIRY OF LEAVE THE APPLICANT IS LIKELY TO RETURN TO THE SAME POST OR ANOTHER POST CARRYING THE COMPENSATORY ALLOWANCES BEING DRAWN BY HIM.

SIGNATURE: \_\_\_\_\_

DATED:

DESIGNATION: \_\_\_\_\_