

**UNIVERSITY OF HORTICULTURAL SCIENCES, BAGALKOT**

**K. C. S. R. FORM 1-A**

(See Rue 175)

**FORM OF APPLICATION FOR LEAVE**

1.	Name of Applicant	
2.	Leave Rules applicable, i.e. M.S. Rs. / K. C. S. Rs./B.C.S. Rs. (Madras) H. C. S. Rs. UHS	
3.	Post held	
4.	Department or 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 the date from which required	
8.	Ground on which leave is applied for	
9.	(a) Address during leave	
10.	I undertake to refund the difference between the leave salary during halt pay leave in the event of my retirement from service at the end of during the currency of the leave	
11.	I undertake to refund the leave salary drawn during leave been admissible in the event of my retirement or resignation from service at any time until I earn half pay leave not less availed by me	

**Date:**

**SIGNATURE OF THE APPLICANT**

12. Remarks and / recommendation of the controlling officer:

**Date:**

**Signature:**

**Designation:**

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13. Certified that Privilege/Earned Leave/Commuted Leave/Half Pay Leave/ Months and \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ is admissible under UHS Rules.

**Date:**

**Signature:**

**Designation:**

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14. Orders of the sanctioning authority

**Date:**

**Signature:**

**Designation:**

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