

Indian Council of Agricultural Research (ICAR)

1. Name of the Applicant and post held _____
2. Substantative post, if any _____
3. Post which declared quasi-permanent _____
4. Pay and Allowances _____
5. Nature & period of leave applied for _____
and the date from which required _____
6. Sundays & Holidays, if any, proposed _____
to be prefixed/suffixed. _____
7. Grounds on which leave is applied _____
8. If applied for taking some exam, quote _____
No. & date of memo granting _____
permission for the exam _____
9. I propose/don't propose to avail _____
myself for LTC for the block year _____
during the ensuing leave _____
10. Address while on leave _____

11. I undertake to refund the difference between the leave salary drawn during the leave or average pay/commute leave and that admissible during the leave on half average pay/half pay leave which would not have been admissible and the provision of F.R. 82(b)(ii) rule (G)(iii) of the retirement from service at the end of or during the current leave.
12. I undertake to refund the leave salary drawn during 'Leave Not Due' which would not have been admissible had R.F.81(c) rules (ii)(d) of the revised leave rules, 1972 not been applied in the event of any voluntary retirement from service at the end of or during the current leave.

Signature of the Applicant

Dated the _____

Section _____

Remarks and/or recommendations of the immediate officer

Dated the _____

Signature : _____

Designation : _____

Remarks and/or recommendations of the Head/Director

Dated the _____

Signature : _____

Designation : _____

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JOINING REPORT

I, _____report myself for duty on _____in the afternoon/forenoon after availing
Earned Leaves / Half-Pay Leaves / Extra-Ordinary Leaves for _____ days
from _____to _____.

Dated :

Signature : _____

Name : _____

Designation : _____