

APPLICATION FOR LEAVE NOT DUE

To

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Reg: Grant of leave not due.

Sir,

I was on prolonged sickness since and I have availed all leave on full and half average pay which was at my credit. I am in great distress, because I am on leave without pay. I have come to know that no assistance from staff benefit fund is due to me. I, therefore, request you to kindly grant me "Leave Not Due" for days which is the leave that can be sanctioned in advance and adjusted after resumption. I am covered by C.P.C leave Rules. I clearly understand that I am liable to refund all the money received on account of leave not due in case of leave service on my own accord during the currency "LEAVE NOT DUE".

Yours faithfully,

Signature with name & Designation
Station of working

CERTIFICATE FROM MEDICAL AUTHORITY.

Certified that I have examined Shri/Smt employed under as who is under treatment since and I am of the opinion that there is every reasonable chance of his recovery and earning leave on his resumption. I, therefore, recommend "Leave not due" for days on his case or I, therefore, do not recommend "Leave not due" in his case and instead I recommend grant of assistance from staff benefit fund as per extent rules.

Dated:

Signature