

SR

SOUTHERN RAILWAY

APPLICATION FOR GRANT OF LEAVE NOT DUE

Name :

Designation and station :

S.No. :

To

Sir,

I am on sick leave from.....to.....and the period of absence beyond the period I have leave at credit may be treated as leave not due /\* I request that I may be granted leave not due for .....days. In the event I retire voluntarily during the course of or on the expiry of such leave, I am aware that the grant of 'Leave Not Due' will be cancelled and the date of retirement / termination of service will be given effect from the date on which leave commenced and that I will be liable for refund of the amount of leave salary drawn for the period.

Station :

Date :

Signature of the employee

\*Strike out whichever is not applicable.