

To

Reg: Grant of leave not due.

Sir,

As you are aware that I am on prolonged sickness since _____ 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" and I will be considered finally retired from the date of commencement of LEAVE NOT DUE.

Yours faithfully.

Signature with name & Designation.
Station of working.

CERTIFICATE FROM MEDICAL AUTHORITY.

Certified that I have examined Sh. _____ 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.