

From,

IC No., Rank & Name : _____

Present Office : _____

(Branch & Dte)

To,

The Quartering Officer, CAO/E-1

APPLICATION FOR CLEARANCE ON PROCEEDING ON STUDY LEAVE

1. I am currently posted as _____ (appt held) at _____ (Organisation where currently posted).
2. I have been sanctioned study leave for the period from _____ to _____ vide letter no _____ dated _____.
3. During the study leave, I stand attached to _____ vide letter no _____ dated _____.
4. Copy of Study Leave Sanction Order and Attachment Orders are enclosed herewith.
5. I shall be SOS w.e.f. _____. Copy of Movement Order is enclosed herewith.
6. I am in occupation of MOD Pool regular/temporary Accn No _____.
7. (a) I am vacating the MOD Pool Accn No _____ on/by _____.

OR

(b) Being attached with IHQ of MoD during the Study Leave, I request permission to retain MOD Pool Accn during the Study Leave. I understand that I am required to shift to hired accommodation or take a house on rent reimbursement basis, failing which I will be liable to be charged damages rent.

P.T.O.

OR

(c) Being attached with a non-IHQ of MOD Unit viz.-----I shall seek allotment of accn from -----and shall vacate MOD Pool Accn No.----- . I understand that for any retention beyond 10 (Ten) days from the date of SOS, I am required to produce a valid NAC from the New Unit within 02 (Two) months from the date of SOS. I understand that I am required to shift to alternate hired accommodation, failing which I will be liable to be charged damages rent.

8. I have read the relevant provisions of the MOD Accn Rules (given below) and undertake to abide by them.

Signature :

IC No., Rank & Name :

Date :

Present Office :

RULE POSITION

Officers proceeding on study leave for a period of more than six months and attached to Branches/directorates of IHQ of MOD will be shifted to alternative hired accommodation or they may be permitted to sponsor houses or to live on rent reimbursement basis or claim HRA.

Officers attached to any unit not attached to IHQ of MOD will seek allotment of accn from that unit and vacate the MOD Pool accn. For retention beyond 10 days of SOS, the officer will be required to produce NAC from the unit to which attached, within two months from the date of SOS and on completion of two months from the date of SOS, the officer will shift to hired accn, if in occupation of regular/3-4 roomed hostel accn. Failure to shift to hired accn on completion of two months from the date of SOS will render the officer to face eviction proceedings as well as charging of rent at damages rate as applicable to unauthorised occupants.