

APPLICATION FOR EARNED LEAVE.

- 1) Name of Applicant :-
- 2) Post Hold :-
- 3) Department office. :-
- 4) Pay, House Rent, Allowance,
Convenience of other compensatory
Allowance in the present post :-
- 5) Nature of leave and period apply for :-
- 6) Ground which leave is applied for :-
- 7) Date for return from last leave and nature and
Period of that leave. :-
- 8) Date. :-
- 9) Remarks and recommendation of the
Controlling officer :-
- 10) Report of Audit Officer
- 11) Statement of leave granted to application
Previous to this application. :-

Signature of Applicant.

12) Certified that the leave or a or average pay for _____
Month and _____
Day on _____ is admissible under the sanction
Authority

Date.

Signature and Designation