

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur (HP)

APPLICATION FORM FOR EARNED LEAVE OR EXTENSION OF LEAVE

1. Name of applicant : _____

2. Post held : _____

3. Department, Office and Section : _____

4. Pay : _____

5. House Rent and other Compensatory allowances drawn in the present post : _____

6. Nature and period of leave : **Earned Leave/Commutated Leave**

7. Number of Days & date from which the leave required : Number of Days: _____
FROM _____ TO _____

8. Sunday, and holidays, if any proposed to be prefixed/suffixed to leave : PREFIX: _____
SUFFIX : _____

9. Grounds on which leave is applied for : _____

10. Date of return from last leave and the nature and period of that leave : _____

11. I propose/do not propose to avail myself of leave travel concession for the block years _____

12. Address during the leave period : _____

Signature of applicant
(With date)

Phone No. _____

13. Remarks and or recommendation of the Controlling Officer.

Signature/Designation
(With date)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

14. Certified that _____ for (Nature of Leave) _____ (period) from _____ to _____ is admissible under Leave Rule 7.21 of CSKHPKV Statutes 1988.

Signature/Designation
(With date)

15. Orders of the competent authority to grant leave

Signature/Designation
(With date)

.....
If the applicant is drawing any compensatory allowance, it should also be indicated in the orders on the expiry of leave, the Government serving similar allowance.

For Office Use Only:

Opening Balance of Leave					=Days
Leave earned	from		to		=Days
Total Leave Credit					=Days
Leave Applied/Taken					=Days
BALANCE on return from Leave					=Days