

EARNED LEAVE / EXTRA-ORDINARY LEAVE APPLICATION

A) TO BE FILLED BY THE APPLICANT

1. Name of Institute / Polytechnic : **C.M.R.A. Govt. Polytechnic Education Society, Sanghi (Rohtak)**

2. Details of Applicant :

Name of Applicant	Post held	Pay Scale	Date of Joining the Service

3. Nature of Leave required (EL / EOL)

4. Period of Leave required

5. Sunday & holidays, if any proposed
To be prefixed/suffixed to leave

6. Ground on which leave is applied for ..
(If EOL are required for study purpose
the permission of competent authority may be attached)

7. Date of return from last leave

8. Address during the leave
alongwith contact No.

I undertake to refund the amount if paid in excess than the admissible leave salary. My retirement is not due at the end of or during the currency of the leave.

Dated :

(Full signature of the applicant)

9. Recommendations of the
Incharge concerned

(Signature of Incharge)

B) TO BE FILLED BY THE OFFICE OF PRINCIPAL

10. Dairy No. & Date of receipt of application
in the office of the Principal

11. In case of EL :

EL already availed	Date of return from last EL availed	Balance account of EL	Period of EL recommended

12. In case of EOL, period of leave recommended

13. Proposal of Principal (recommended or not)

Full Signature of Principal (with seal)