

**EARNED LEAVE / EXTRA-ORDINARY LEAVE APPLICATION**

**A) TO BE FILLED UP BY THE APPLICANT**

1. Name of Institute/Polytechnic \_\_\_\_\_

2. Details of Applicant:

Name of Applicant	Post held	Pay Scale	Date of joining the Society 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 In-charge concerned \_\_\_\_\_

Signature of Incharge

**B) TO BE FILLED UP BY THE OFFICE OF PRINCIPAL**

10. Diary No. & date of receipt of application in the office of Principal. \_\_\_\_\_

11. In case of EL:

EL already availed	Date of return from last EL availed	Balance amount 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)