

EARNED LEAVE/EXTRA ORDINARY LEAVE APPLICATION

A) TO BE FILLED BY APPLICANT

1. Name of Institute/Polytechnic: _____

2. Details of Applicant

| Name of Applicant | Post held | Pay Scale | Date of Joining the Polytechnic Society Service |
|-------------------|-----------|-----------|---|
| | | | |

3. Nature of Leave required (EL/EOL): _____

4. Period of the Leave required: _____

5. Sunday & holiday, 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 to be attached)

7. Date of return from last leave: _____

8. Address during the Leave Period: _____

9. Contact No. during Leave Period: _____

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 tenure of leave.

Date: _____ Full Signature of the Applicant

10. Recommendation of concerned Incharge: _____

Signature of the Incharge

B) TO BE FILLED BY THE OFFICE OF PRINCIPAL

11. Diary No. & Date of receipt of Application: _____

12. In case of EL:

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

13. In case of EOL Period of Leave recommended: _____

14. Proposal of the Principal: _____

Full Signature of Principal (with seal)