

641. Earned Leave New Proforma

1074 HARYANA GOVT. GAZ. SEPT 20, 2016 (BHDR 29, 1938 SAKA)

ANNIXURE-1

(Sec Rule 22)

Application for Leave or Extension of Leave

1.	Name and Designation	
2.	Pay Scale and Pay	
3.	Department (I) Office (ii) Branch	
4.	Dale of birth & Date of Retirement	
5.	Kind of Leave	
6..	Rule Applicable	
7.	Period of leave applied for extension or leave	
8.	Sunday (s) and holiday (s) proposed to be:- (i) prefixed- (ii) suffixed -	
9.	Purpose of Leave/ Extension of Leave	
10.	Last Leave availed:- (i) period of Leave - (ii) kind of Leave -	
11.	Address, Contact No. and Email ID during the leave period	

Signature of Applicant
(with date)

Remarks and/or recommendations of the officer-in-Charge.

Signature of officer-in-Charge
(with date)
Designation.....

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PART II HARYANA GOVT. GAZ. SEPT 20, 2016 (BHDR 29, 1938 SAKA)

For Office Use

Certified that(nature of Leave) for (period)
from.....to.....is admissible under rule.

Signature (with date)

Designation.....

Orders of the sanctioning authority to grant Leave.

Signature (with date)

Designation.....