

APPLICATION FOR LEAVE/ENCASHMENT OF LEAVE**NOTES:**

- Entries against items 1 to 12 will be filled in by all the applicants, whether they are Gazetted Officers or Non-Gazetted Officers.
- Item 12 will be applicable only in case of encashment of leave.

- District** : Faizabad
- Leave id** : 770
- Name of the Applicant** : AVINASH CHANDRA GAUTAM
- Leaves Rules Applicable** : As Per Rules
- Designation** : Addl. Civil Judge (Junior Div.)
- Department / Office** : Faizabad
- Pay** : 82978
- From which date and up-to which date the leave is required and its nature** : 09-09-2019 to 04-10-2019
: Medical Leave
- Purpose of the Leave applied for** :
Respected sir
I need medical leave for surgery/operation and bed rest.
Regards
PS: at point no. 8, no prev leave taken
- Duration and nature of last leave taken** : 09-09-2019 : Medical Leave
- Address during the period of leave along with mobile number.** :
B-3/205
Vibhavkhand
Gomtinagar
Lucknow
: 9455502929
- (a) (1) Whether encashment for 30 days/15 days leave on average pay / Earned Leave is required** : no
(2) If yes, then on which date :
(b) Have you availed of the facility of encashment of leave before it during the current calendar year? : No

Date 11-09-2019

AVINASH CHANDRA GAUTAM
Signature of the Applicant**13. Remarks/recommendation of the Forwarding Officer :****14. Report of the Competent Authority according to S.R. 81 Financial Hand Book, Volume II, Parts II-IV.**

(a). Report of the Competent Authority according to S.R. 81, Financial Hand Book, Volume II, Parts II-IV. (a) It is certified that under Fundamental Rules/Subsidiary Rule of Financial Hand Book, Volume II, Parts II-IV the Earned Leave/Leave on average pay applied for from to is due.

(b). It is certified that the facility of encashments of leave as required at item 10 is due and admissible.

15. Order of the Competent Authority for sanction of leave and encashment of leave.**Leave Final Status****APPROVED****ATTACHMENT**

Attachment	Uploading Date
fitness and medical certificate	05/10/2019
Fitness and medical certificate	05/10/2019

*Red background attachments are uploaded in return of objection.