

Employee No.:- 5752

APPLICATION FOR LEAVE/ENCASHMENT OF LEAVE

NOTES:

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

	District	Hardoi
	Leave id	L00186682024
1.	Name of the Applicant	SHAMSUL HAQUE
2.	Leaves Rules Applicable	As Per Rules
3.	Designation	Presiding Officer
4.	Department / Office	Motor Accident Claims Tribunal/Hardoi
5.	Pay	224100
6.	From which date and up-to which date the leave is required and its nature	10-06-2024 to 29-06-2024 Prefix: 08.06.2024(Second saturday), 09.06.2024(Sunday) Suffix: 30.06.2024 (Sunday) Earned Leave
7.	Purpose of the Leave applied for	To perform HAJ -2024 alongwith family members.
8.	Duration and nature of last leave taken	01-10-2016 to 30-10-2016 Leave Encashment
9.	Address during the period of leave along with mobile number.	Indian Embassy, Saudi Arabia. 9837378299
10.	(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 calender year?	No
Date: 15-04-2024		SHAMSUL HAQUE Signature of the Applicant
11.	Remarks/recommendation of the Forwarding Officer	
12.	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.	
13.	Order of the Competent Authority for sanction of leave and encashment of leave.	
Leave Final Status		NOT AVAILABLE

ATTACHMENT

Attachment	Uploading Date
Earned Leave application for HAJ	15/04/2024

*Red background attachments are uploaded in return of objection.