

## 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.

1. District : Saharanpur
2. Leave id : 26782
3. Name of the Applicant : SANDEEP
4. Leaves Rules Applicable : As Per Rules
5. Designation : Addl. Civil Judge (Senior Div.)
6. Department / Office : Deoband-Saharanpur
7. Pay : 40450
8. From which date and up-to which date the leave is required and its nature : 10-02-2020 to 07-05-2020  
Prefix: 08&09/02/2020  
: Earned Leave

9. Purpose of the Leave applied for :  
TREATMENT FOR CHRONIC  
PANCREATITIS
10. Duration and nature of last leave taken : 14-11-2016 : Earned Leave
11. Address during the period of leave along with mobile number. :  
D-1,VASANT KUNJ,NEW DELHI.  
: 9412780282

12. (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 08-05-2020

SANDEEP  
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