

Employee No.:- 1698

## 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.

1. District	Mainpuri
2. Leave id	42115
3. Name of the Applicant	SMT. TARANNUM KHAN
4. Leaves Rules Applicable	As Per Rules
5. Designation	Chief Judicial Magistrate
6. Department / Office	Mainpuri
7. Pay	43690
8. From which date and up-to which date the leave is required and its nature	24-08-2020 to 08-10-2020 <b>Prefix:</b> 22,23 August <b>Suffix:</b> 9,10,11 October Earned Leave
9. Purpose of the Leave applied for	Medical Emergency .
10. Duration and nature of last leave taken	29-07-2019 to 30-07-2019 Earned Leave
11. Address during the period of leave along with mobile number.	Fortis Escorts Hospital New Delhi 9412747838
(a)(1) Whether encashment for 30 days/15 days leave on average pay / Earned Leave is required	no
12. (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: 13-10-2020	SMT. TARANNUM KHAN 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). It is certified that under Fundamental Rules/Subsidiary Rule <b>As per Rule</b> of Financial Hand Book, Volume II,Parts II-IV the	
15. Earned Leave/Leave on average pay applied for from <b>24-08-2020</b> to <b>08-10-2020</b> is due.	
(b). It is certified that the facility of encashments of leave as required at item 10 is due and admissible.	
16. Order of the Competent Authority for sanction of leave and encashment of leave.	
Leave Final Status	APPROVED

## ATTACHMENT

Attachment	Uploading Date
Charge Certificate handing and Taking Over	13/10/2020
*Red background attachments are uploaded in return of objection.	