



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)
Shiksha Sadan, 3rd & 4th Floor, Sector-5, Panchkula-134109
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Ref. No.SSA/Admn/2017/ - 18373-93

Dated: 31/8/2017

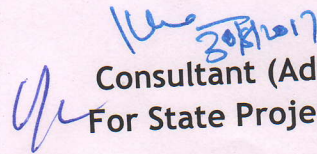
To

All District Project Coordinator,
SSA/RMSA, Haryana.

Sub:- Earned leave proforma.

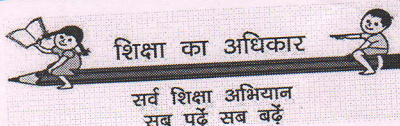
It has been observed that employees working in the field offices apply for earned leave in incomplete and different proformas. This is contrary to the laid down earned leave rules. All the earned leave applications should be filled in prescribed proforma and complete in all respect.

This may be brought to the notice of all the employees of your office that in future, unsigned or incomplete prescribed proforma for earned leave received in this office will not be entertained. The concerned officer/official of DPCs office will be responsible for not acting upon these directions strictly. A copy of the prescribed proforma of earned leave is enclosed herewith.


30/8/2017
Consultant (Admn.)
For State Project Director



एक कदम स्वच्छता की ओर



सर्व शिक्षा अभियान
सब पढ़ें सब बढ़ें



पढ़े चलो, बढ़े चलो

APPLICATION FOR LEAVE

Note:- 1 to 10 must be filled in any all applicants whether Gazetted or Non-Gazetted.

Sr. No.	Name of the Applicant		
1.	LEAVE RULES APPLICABLE		
2.	POST HELD		
3.	DEPARTMENT OFFICE AND SECTION		
4.	PAY/HOUSE RENT ALLOWANCE CONEYANCE ALLOWANCE DRAWN IN THE PRESENT POST		
5.	NAURE AND PERIOD OF LEAVE APPLIED FOR THE DATE FROM WHICH REQUIRED		
6.	SUNDAY AND HOLIDAYS IF ANY PROPOSE TO BE PRE- FIXED/SUFFIXED TO LEAVE		
7.	GROUND IN WHICH LEAVE IS APPLIED FOR		
8.	DATE OF RETURNED FROM LAST LEAVE AND THE NATURE AND PERIOD OF THAT LEAVE		
9.	I undertake to refund to difference between the leave salary drawn during leave on average pay/computed leave and that admissible during leave of half of average pay half/half pay leave which would not have admissible and the provision to rule 8.73 (b) 2.19 (c) (iii) of Part not been applied in the event of my refinement from service at the end of during the currency of the leave.		
10.	I undertake to refund the leave salary drawn during leave not due which would have been admissible had rule 8.73 (c) rule 8.11 (d) of the Punjab Civil Service Rules Vol. I Part-I not been applied in the event of my voluntary retirement of resignation from service at any time until. I earn, half pay leave not less than the amount of leave of due availed of by me.		
11.	Certified that I/My/Family will/reside here during leave applied for.		Remarks of the Applicant with Date
12.	Signature of the Applicant Address during leave.		Remarks/Recommendations of Controlling Officer.
13.	Sh./Smt./Miss.		

Signature with Date, Designation