

**APPLICATION FOR LEAVE**

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|--|--|
| 1. Name .....  | 2. Designation .....   |
| 3. Pay .....   | 4. Section in which working .....  |
| 5. HRA, Conveyance Allowances or other Compensatory Allowances drawn in the post ..... | 6. Address while on leave .....  |
| 7. Nature and Period of leave .....  | 8. Sunday and Holidays, if any, proposed to be prefixed/suffixed to leave .....  |
| 9. Purpose.....  | 10. Certified that either I or my family member(s) would continue to reside at Chandigarh during the above period of my leave. |
| 11. Remarks.....   |  |

Manager(Form)  
Printing and Stationery Department  
Haryana, Panchkula

Signature of Applicant

The leave applied for is due to the applicant and may be sanctioned as per D/F.A/ (Fair). Entries into Service Book have been made, which may please be attested.

2. Certified that the official would have continued of officiate as .....had he not proceeded on leave for this period.

B.C./B.A.

H.A.

Accounts Officer

**OFFICE ORDER**

No.

/Accounts Dated :

Shri ..... is hereby granted Earned/Half pay/Commutated leave from ..... to ..... with permission to prefix and suffix holidays.

Certified that the official would have continued of officiate as .....but for his proceeding on leave for the above period.

Accounts Officer,  
Printing & Stationery Department,  
Haryana, Chandigarh

Endst. No.

/Accounts Dated

A copy is forwarded to Branch Officer/B.C./Official concerned/Time-Keeper for information and necessary action.

Accounts Officer,  
Printing & Stationery Department