THAPAR POLYTECHNIC COLLEGE, PATIALA

APPLICATION FOR CLAIM OF EARNED LEAVE

(To be submitted to Polytechnic office only once a year immediately after the end of winter vacations)

Name _____

Designation _____

Department _____

Vacations   1. Summer 200 from _____ to _____ = _____ days

           2. Winter 200 from _____ to _____ = _____ days

Vacation duty   1. Summer 200 from _____ to _____ = _____ days

                2. Winter 200 from _____ to _____ = _____ days

Total Vacation duty $= \dfrac{\text{Leave}}{\text{Total days}} =$ _____ days

The above claim is verified

_____   _____

HOD/ Supdt. Exam/ Principal   HOD/ Supdt. Exam/ Principal

(Summer)   (Winter)

Earned Leave Claim $= \dfrac{\text{No. of duty day X Entitlement}}{\text{No of Vacation days}}$

Add Special Earned Leave Days $\Big\}$
= _____ days
= _____ days

Total Earned Leave Claimed = _____ days

Dated _____   Signature of the Staff Member _____

The above Claim for _____ days is admitted.

_____

OFFICE SUPDT.

Credit of Earned Leave for _____ Days approved.

PRINCIPAL

Entered in Service book _____