APPLICATION FOR LEAVE OR EXTENTION OF LEAVE

1. Name of Applicant:

2. Post held:

3. Department, Office & Section:

4. Pay:

5. House Rent & Other Compensatory Allowance drawn in the present Post:

6. Nature & period of leave applied for and Date for which required:

7. Prefixed/suffixed to leave:

8. Ground on which leave is applied for:

9. Date of return from last leave, the period Of that leave:

10. I proposed/do not proposed to avail myself Of leave travel concession for the block year:

11. Address during leave period:
12. In the event of my resignation or voluntary Retirement from service, I undertake to

Refund

The difference between the leave salary drawn during ‘commuted leave’ and that admissible
during half-pay leave, which could not have been admissible had sub-rule (i) of Rule 30 not
been applied.

(ii) The leave salary drawn during ‘leave not due’ which would not have admissible had sub-rule
of Rule 31 not been applied.

** Score out whatever is not applicable.

** जो आवश्यक न हो उसे काट दें।

आवेदक का हस्ताक्षर

दिनांक सहित

Signature of Applicant

(with date)

13 निवेंदन अधिकारी की अभिप्रेरण / सिफारिश

Remarks and/ or recommendation of the

Controlling Officer.

हस्ताक्षर (दिनांक सहित)

पदनाम

Signature (with date)
Designation
आकस्मिक छुट्टी आवेदन प्रोफार्मा/Casual Leave Application Profarma

सेवा में/To,

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पूर्वोत्तर पर्वतीय विश्वविद्यालय
North-Eastern Hill University
नेहू फर्सर, शिल्लांग-22
NEHU Campus, Shillong-22

विषय:      -----दिन के लिए आकस्मिक छुट्टी के लिए आवेदन।
Sub.-      Application For ............. Days Casual Leave.

महोदय/महोदया
Respected Sir/Madam

सविनय निवेदन है कि .............................. कारण में कार्यालय में उपस्थित नहीं में असमर्थ हूँ।
अतः मैं विनयक ..................................... से ............................ तक ........................... दिनों की आकस्मिक छुट्टी प्रदान करने की कृपा करें।

Kindly grants me  ........................ days Casual Leave from dated............................
to........................................due to .................................................................

धन्यवाद सहित।
Thanking to you.

भवदीय
Yours faithfully
NORTH EASTERN HILL UNIVERSITY
PERMANENT CAMPUS : SHILLONG

(Appointment/Officiating/Leave/Transfer/Resignation)

CHARGE REPORT

Certified that the charge for the post of ............................................in the North Eastern Hill University, Shillong has been assumed/relinquished by me this afternoon of...........................in accordance with memo No...........dated......................

Signature........................................
Name ..........................................
Designation....................................
Department ....................................

Dated .........................
Shillong

Copy to :
1. The Finance Officer, NEHU, Shillong
2. The Accounts/Salary Sectin, NEHU, Shillong
3. The Department/Section of ............................................NEHU, Shillong
4. Sri/Smt..............................................................NEHU, Shillong

Counter Signed

(Signature)
(with Seal and Date)
pramaniyuty report/charge report

pramaniyuty kiya jata hai ek padhbar praveet par vishwavidyalay shillong me mere through anuswarak sam...........................dinaak..........................ke anuswarap praveet/aprajab ko karyabhavan prhna/tyaga kia gaya.

Certified that the charge for the post of ............................................in the North Eastern Hill University, Shillong has been assumed/relinquished by me this forenoon/afternoon of.........................in accordance with memo No............dated..................

hastataaksh/signature........................................

name/ name ............................................
padnaam/ designation..............................

vidhan/ department ..................................

dinaak/dated .........................

shillong/shillong

pratitiyuti/copy to :

1. vishwachakari, nehu, shillong/the finance officer, nehu, shillong
2. lekha/vaatan anuswarap, nehu, shillong/the accounts/salary sectin, nehu, shillong
3. vidhna/anuswarap/the department/section of....................................................nehu, shillong
4. shri/shrimati/sri/smt......................................................nehu, shillong
5. vyaktinat faal/personal file.

pratitiyuti

counter signed

(with seal and date)