



Maharaja Ranjit Singh Punjab Technical University

Dabwali Road, Bathinda -151001

(Estb. by Govt. of Punjab vide Act No. 5 [2015] and u/s 2(f) and 12 B of UGC Act, 1956)

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਡੱਬਵਾਲੀ ਰੋਡ, ਬਠਿੰਡਾ।

No. _____

Dated _____

APPLICATION FOR EARNED/COMMUTED/HALF PAY LEAVE

NOTE: Serial No. 1 to 10 must be filled in by all applicants whether gazetted or Non-gazetted.

1. Name of Applicant _____
2. Leave Rules Applicable _____
3. Post Held _____
4. Department _____
5. Pay _____
6. House Rent Allowance
conveyance Allowance or
Other Compensatory Allowance
Drawn at the Present Post _____
7. Nature and Period of Leave
applied for and date from which
Required _____
8. Sunday and holidays if any
proposed to be prefixed,
Suffixed to leave _____
9. Ground to which leave is
Applied for _____
10. Date of return from leave and
Nature of period of that leave _____

(Signature of Applicant)

11. Remarks and recommendations
Of the controlling Officers. _____

(Signature)

(With date & designation)

Address during leave (with Phone No.)

