



केशव महाविद्यालय
(दिल्ली विश्वविद्यालय)
एच-4-5 जोन, पीतमपुरा, दिल्ली-110034
Keshav Mahavidyalaya
(UNIVERSITY OF DELHI)
H-4-5 Zone, Pitampura, Delhi-110034

APPLICATION FORM FOR EARNED LEAVE / H.P.L. / COMMUTED LEAVE

1. Name of Applicant
2. Post held
3. Department/ Section
4. Nature of Leave applied for
5. Period of leavedays from to
6. Sundays/Holidays proposed to be prefixed/suffixed to leave
7. Ground on which leave is applied for
8. Address during leave
9. Date of return from last leave
& nature and period of that leave
10. Date from which the present post is held
11. Scale of the present post Rs.
12. Pay in the present post Rs.
13. H.R.A./C.C.A. drawn in the present post

Date of Applying

Signature of Applicant

FOR OFFICE USE ONLY

..... days E.L./H.P.L., as onis due at his/her credit. The
EL/HPL/Commuted Leave fordays fromtomay
please be considered. Debit entry may please be verified.

Since no EL/HPL is due at his/her credit, the leave applied fordays from.....
tomay be considered as E.O.L. (leave without pay).

Submitted for consideration.

Principal

S.O.

Dealing Assistant