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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

NON-TEACHING

Date: _____

Application for Earned Leave/HPL/Commutated Leave/LND/EOL

1. Name : _____
2. Employee Code : _____
3. Designation : _____
4. Department/Section : _____
5. Nature of Leave : EL HPL Commuted Leave LND EOL (Medical/Higher Study*)
(in case of Commuted Leave, LND & EOL on medical grounds, attach original medical certificate)
* (in case of EOL on Higher Study, submit Bond in Form-6 as per Rule 32(3)(b) of CCS (Leave) Rules, 1972.)
6. Period : From _____ To _____ Total days = _____
7. Prefixed/Suffixed : Prefixed: _____ Total days = _____
Suffixed: _____ Total days = _____
8. Station Leave required : From _____ To _____ Total days = _____
(Please submit separate station leave form after sanction of this leave to HoD/Section Head)
9. Reasons for leave : _____
10. Address while on leave with mobile no. : _____

11. Alternate arrangements for assigned duties & other Academic/Administration work:

S.No.	Name of the employee	Assigned Duties	Pending/routine work	Signature

12) In the event of my resignation or voluntary retirement from the service. I hereby undertake to refund:

- a) the difference between the leave salary drawn during commuted leave and that admissible during half pay leave.
- b) the leave salary drawn for the period of earned leave which would not have been admissible, had leave not been credited in advance in the event of my resignation. Voluntary retirement, dismissal or removal from service or in the event of termination of my services.

Date: ____/____/20____

Signature of the employee

Forwarded Not Forwarded

Counter Signature of HoD/Section Head/Coordinator/Registrar/Director

13. Name of the recommending authority & designation _____

FOR ESTABLISHMENT SECTION USE ONLY

14. Application received on _____

15. Certified that the following leave is admissible to:

Prof./Dr./Mrs./Ms./Mr. _____

		Earned Leave	Half Pay Leave	Commuted Leave on Medical Certificate	Leave Not Due (LND)	E.O.L.* () Medical Ground () Higher Studies () Personal reasons	
a) Leave at Credit					-	-	
b) Leave Applied	Date/...../..... to/...../...../...../..... to/...../...../...../..... to/...../...../...../..... to/...../...../...../..... to/...../.....	
	Days						
c) Balance of Leave (a-b)						-	
d) Leave Deductions		-	-	-	-	EL-	HPL-
Remarks							

* Registrar upto 03 months and Director for more than 03 months.

Data entered and recorded
in service book

Checked & verified

Recommended Not recommended

Junior Assistant (Estt.)

Superintendent (Estt.)

Asstt./Dy. Registrar (Estt.)

अभ्यासाध्यस्येतः विद्या

Registrar

Director

To
Asstt./Dy. Registrar (Establishment)

FORM-4

MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OF LEAVE OR COMMUTATION OF LEAVE

Signature of the Government servant _____

I, _____ after careful personal examination of the case hereby certify that Dr./Mr./Mrs./Ms. _____ whose signature is given above, is suffering from _____ and I consider that a period of absence from duty of _____ with effect from _____ is absolutely necessary for the restoration of his/her health.

Date: _____

Authorized Medical Attendant
Hospital/Dispensary
Or other Registered Medical Practitioner

FORM-5

MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY

Signature of the Government servant _____

We/I, _____ Civil Surgeon/Staff Surgeon/Authorized Medical Attendant/Registered Medical Practitioner of _____ do hereby certify that We/I have carefully examined Dr./Mr./Mrs./Ms. _____ whose signature is given above, and find that he/she recovered from his/her illness and is now fit to resume duties in NIT Uttarakhand with effect from _____. We/I also certify that before arriving at this decision, We/I have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our/my decision.

Date: _____

Civil Surgeon/Staff Surgeon/
Authorized Medical Attendant
Or other Registered Medical Practitioner
Hospital/Dispensary

Ref. No. _____

Date: _____

JOINING REPORT

To
The Director
National Institute of Technology, Uttarakhand
Srinagar (Garhwal), Uttarakhand

Sir,

On expiry of my Earned Leave Half Pay Leave Commuted Leave* LND**
 Extraordinary Leave ** of _____ days with _____ Prefixed/Suffixed days,
I report for duty with effect from _____ forenoon.

* Submit medical fitness certificate (Form-5) in original.

** Incase of EOL and LND on medical grounds submit medical fitness certificate (Form-5) in original.

Yours faithfully,

Signature of employee

Name: _____

Designation: _____

Dept./Section: _____

Forwarded to Establishment

Counter Signature of HoD/Section Head/Coordinator/Registrar/Director

Name: _____

Designation: _____

To
Asstt./Dy. Registrar (Establishment)