

KARNATAK LINGAYAT EDUCATION SOCIETY, BELGAUM

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APPLICATION FOR LEAVE

(Other than Casual Leave)

(To be submitted in duplicate)

Note : Items 1 to 9 must be filled in by the applicant

1. Name of the applicant **VIRUPAX GOUDA. A GOUDAR**
2. Leave Rule Applicable **Earned leave Encashment**
3. Post Held **Associate Professor**
4. Department or Office **School of Mechanical Engg**
5. Pay
6. Dearness Allowance House Rent Allowance, Conveyance Allowance or other compensatory Allowance drawn in the present post or any other allowances.
Basic : 41170 = 00
Sp. Basic : 325 = 00
DA : 18938 = 00
HRA : 6176 = 00
CCA : 40 = 00
Incentive : 2882 = 00

Total Rs 69531 = 00
7. Nature and period of leave applied for and date from which required.
1/9/2018 to 15/9/2018
8. Grounds on which leave is applied for
9. Date of return from last leave and the nature and period of that Leave.

I undertake to refund the leave salary if the same is found to be in excess after subsequent checking.

Place : **Hubli**
Date : **15/9/18**

Signature of Applicant

10. Remarks and/or recommendation of the HEAD OF THE DEPARTMENT

Recommended that surrender of earned leave applied for may be granted from 01/09/2018 to 15/09/2018 and his request for availment of leave for 15 days from 01/09/2018 to 15/09/2018 be granted.

Place :

Date :

Signature

HEAD

School of Mechanical Engineering
KLE Technological University, HUBBALLI-31.

11. Remarks of the HEAD OF THE INSTITUTION

Recommended that surrender of earned leave applied for may be granted from 1-9-18 to 30-9-18 and his request for availment of leave for 15 days from 1-9-18 to 30-9-18 be granted.

Place :

Principal/Head Master

APPLICATION FOR LEAVE

(Other than Casual Leave)
(To be submitted in duplicate)

Note : Items 1 to 9 must be filled in by the applicant

1. Name of the applicant **MINAL SALUNKE**
2. Leave Rule Applicable **YES**
3. Post Held **Asst. Professor**
4. Department or Office **Electrical & Electronics**
5. Pay **Total : 51,701/-**
6. Dearness Allowance House Rent Allowance, Conveyance Allowance or other compensatory Allowance drawn in the present post or any other allowances. **DA : 14,145/-
HRA : 4,613/-
CCA : 40/-
Incentive : 2,153/-** } **20,951/-**
7. Nature and period of leave applied for and date from which required. **earned leave encashment- (15 days)**
8. Grounds on which leave is applied for **DOMESTIC**
9. Date of return from last leave and the nature and period of that Leave. **-**

Handwritten signature
16/10

I undertake to refund the leave salary if the same is found to be in excess after subsequent checking.

Place : **Hubballi**
Date : **16/10/2018**

M. Salunke
Signature of Applicant

10. Remarks and/or recommendation of the HEAD OF THE DEPARTMENT

Recommended that surrender of earned leave applied for may be granted from 1-9-18 to 15-9-18 and his request for availment of leave for 15 days from 1-9-18 to 15-9-18 be granted.

Place :

Date :

Signature
Signature
Head of the Department
Electrical & Electronics
KLE Technological Education Institute,
HUBBALLI

11. Remarks of the HEAD OF THE INSTITUTION.

Recommended that surrender of earned leave applied for may be granted from _____ to _____ and his request for availment of leave for _____ days from _____ to _____ be granted.

Place :

Date :

Principal/Head Master