

**PUNJAB WATER RESOURCES MANAGEMENT & DEVELOPMENT
CORPORATION LIMITED**

APPLICATION For Earned LEAVE

NOTE: Item 1 to 11 must be filled in by all Application whether Gazeted or Non-Gazeted.

1. Name of Applicant: _____.
2. Leave Rule Applicable: _____.
3. Post Held: _____.
4. Department, Office, Section: _____.
5. Pay Basic + D.A. _____.
6. HRA, Conveyance allowance
Or other Compensatory allowance
drawn in the present pay. _____.
7. Nature & Period of Leave applied
for date from which required. _____.
8. Sunday & holidays, if any proposed:
to be Prefixed/Suffixed to leave. _____.
9. Ground for which leave is applied for: _____.
10. Date of return from last leave and:
nature and period that leave. _____.
11. Address while on leave: _____
_____.

Signature of applicant
with Date.

Remarks and or recommendation
of the controlling Authority.