



Delhi Tourism & Transportation Development Corporation Ltd.
18-A, DDA SCO Complex, Defence Colony, New Delhi — 110024

(Application for Grant of E.L/E.O.L/Commuted Leave/Others)

Name....., Designation....., E. Code No.....,

Division/Section/Place of Duty.....,

Kind of Leave Earned/ HPL, Commuted Leave.....,

From..... To....., Ground of Leave.....

.....,

Address during Leave.....,

Encl:

Sign of official.....

Dated.....

Code No.....

Remarks of the controlling Officer.

(FOR THE USE OF PERSONNEL DIVISION)

1. Shri/Miss/Mrs.....Designation.....,Code No.....,

has..... days of E.L/H.P.L at his/her credit. He/She may be granted.....days of E.L/E.O.L/ Commuted Leave/other as under.

.....Days E.L from..... To.....

.....Days H.P.L from..... To.....

.....Days E.O.L from..... To.....

.....Days commuted Leave from..... To.....

Balance after grant of leave is.....

(Entry Has been made in the leave account and service book)

2. The official has not completed following formalities:-

A.....

B.....

C.....

3. He/She may be directed to complete the same before the leave is granted

Dealing Assistant
Authority

Checked By

Sanctioning