

LEAVE BALANCE STATEMENT

Name of the Sachivalayama:

Name of the Employee:

Designation:

Leave Particulars:

No of Casual Leaves Availed from: 01.01.2021 to 27.10.2021:

Balance Casual Leaves as on 28.10.2021:

No of Optional Holidays availed from : 01.01.2021 to 27.10.2021:

Balance Optional Holidays as on 28.10.2021:

Signature of the Employee

I herewith confirm the leave balance statement with the records available in the office.

Signature of the DDO & Seal

Regularisation Approval

Sl.No	Name of the Employee	Designation	Dates to be regularised in HRMS portal		Reason
			From date	To date	

Signature of the Employee

I herewith confirm the dates and reasons given by the individual are true as per the records available in the office.

Signature of the DDO & Seal