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[hrms.punjab.gov.in](https://hrms.punjab.gov.in)<https://hrms.punjab.gov.in>

## iHRMS Punjab

ਪੰਜਾਬ ਸਰਕਾਰ. GOVERNMENT OF PUNJAB. INTEGRATED HUMAN RESOURCE MANAGEMENT SYSTEM. ...

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## iHRMS

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NEWS 

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-  **INTEGRATION OF IHRMS AND IFMS USER MANUAL**
-  **Release of iHRMS-Punjab iOS(Apple) Mobile App**
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-  **How to Obtain Official eMail ID**
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Type of leave

Regular Leave

Leave Type\*

Select

Reporting Officer for Other Leaves

**TANVIR SACHDEV(233464)**

Change

**[PRINCIPAL ,Posted at GOVT COLLEGE BOYS LUDHIANA]**

Reporting Officer for CL,RH & SHL

**TANVIR SACHDEV(233464)**

Change

**[PRINCIPAL ,Posted at GOVT COLLEGE BOYS LUDHIANA]**

Leave From\*

30/11/2

Leave Upto\*

30/11/2

Applied On\*

30/11/2

No. of leaves

Saturday, Sunday & Holiday, if Any Proposed To Be Prefixed/Suffixed to Leave

Leave Reason\*

LTC Required

Yes  No

Station Leave

Required

Yes  No

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S.No.	Leave Type	Credited on Date	Leave Balance	Min	Max
	<b>Earned Leaves</b>		0	0	450
	<b>Half Pay Leave</b>		0	0	650
	<b>Commuted/Medical Leave</b>		0	0	400
3	Casual Leave	02/11/2022	13+1/2	0	16
4	Restricted Holiday	30/11/2022	2	0	2
5	Second Half Day Leave	30/11/2022	2	0	2



Map Reporting Officer

Apply Leave

Station Leave Application

Submit Leave Joining

Leave Conversion Application

Approved Leave Report

Print Leave Order

View Leave Ledger

Leaves Aailed Date Wise

LTC Application

Process Received Station Leaves

Process Received Leave Applications

Yearly Calendar





ਐਸ.ਸੀ.ਡੀ. ਸਰਕਾਰੀ ਕਾਲਜ ਲੁਧਿਆਣਾ  
ਛੁੱਟੀ ਦਾ ਪ੍ਰੋਫ਼ਾਰਮਾ

1. ਕਰਮਚਾਰੀ ਦਾ ਨਾਂ: \_\_\_\_\_
2. ਕਰਮਚਾਰੀ ਦੇ ਪਿਤਾ/ਪਤੀ ਦਾ ਨਾਂ ਅਤੇ ਪੱਕਾ ਪਤਾ \_\_\_\_\_
3. ਬਤੌਰ ਰੈਗੂਲਰ ਨਿਯੁਕਤੀ ਦੀ ਮਿਤੀ \_\_\_\_\_
4. ਮੰਗੀ ਗਈ ਛੁੱਟੀ ਦੀ ਕਿਸਮ \_\_\_\_\_
5. ਛੁੱਟੀ ਦਾ ਸਮਾਂ \_\_\_\_\_
6. ਛੁੱਟੀ ਦਾ ਕਾਰਣ \_\_\_\_\_
7. ਪੰਜਾਬ CSR Volume-1, Part-1 ਦਾ ਨਿਯਮ \_\_\_\_\_  
ਜਿਸ ਅਧੀਨ ਛੁੱਟੀ ਮੰਗੀ ਗਈ ਹੈ \_\_\_\_\_
8. ਕਾਲਮ 5 ਅਧੀਨ ਦਰਸ਼ਾਈ ਛੁੱਟੀ ਦੀ ਗਿਣਤੀ \_\_\_\_\_  
ਜੋ ਇਸ ਛੁੱਟੀ ਤੋਂ ਪੂਰਵ ਅਵੇਲ ਕੀਤੀ ਹੋਵੇ \_\_\_\_\_
9. ਮੌਜੂਦਾ ਛੁੱਟੀ ਦੀ ਮੰਗ ਸਮੇਂ ਬਾਕੀ ਡਿਊ ਛੁੱਟੀਆਂ ਦੀ ਗਿਣਤੀ \_\_\_\_\_
10. ਮੌਜੂਦਾ ਛੁੱਟੀ ਨਾਂ ਮੰਨਜ਼ੂਰ ਕਰਨ ਦੀ ਸੂਰਤ ਵਿੱਚ \_\_\_\_\_  
ਕਾਲਮ 5 ਅਧੀਨ ਦਰਸ਼ਾਈ ਛੁੱਟੀ ਜੋ ਬਾਕੀ ਬਣਦੀ ਹੈ \_\_\_\_\_
11. ਜੇਕਰ ਛੁੱਟੀ ਦੇ ਵਾਧੇ ਦੀ ਮੰਗ ਹੈ ਤਾਂ ਪੂਰਵ ਛੁੱਟੀ ਦਾ ਵੇਰਵਾ \_\_\_\_\_
12. ਮੌਜੂਦਾ ਛੁੱਟੀ ਤੋਂ ਪੂਰਵ ਕਰਮਚਾਰੀ ਨੂੰ ਮੰਨਜ਼ੂਰ ਛੁੱਟੀ ਦੀ ਕਿਸਮ, \_\_\_\_\_  
ਸਮਾਂ ਅਤੇ ਡਾਇਰੈਕਟੋਰੇਟ ਦਾ ਪੱਤਰ ਨੰਬਰ ਸਮੇਤ ਮਿਤੀ \_\_\_\_\_
13. ਪ੍ਰਸੂਤੀ ਛੁੱਟੀ ਦੇ ਕੇਸ ਵਿੱਚ ਜੀਵਤ ਬੱਚਿਆਂ ਦੀ ਗਿਣਤੀ ਕਿਸ \_\_\_\_\_  
ਡਾਕਟਰ ਦਾ ਸਰਟੀਫਿਕੇਟ ਨੱਥੀ ਹੈ ਹੋਰ ਹਰ ਪ੍ਰਕਾਰ ਦੀ ਪੂਰੀ ਸੂਚਨਾ \_\_\_\_\_
14. ਕੰਮਿਊਟਿਡ ਛੁੱਟੀ ਲਈ ਕਿਸ ਡਾਕਟਰ ਦੀ ਸਿਫਾਰਸ਼ \_\_\_\_\_  
ਹੈ, ਮੁਕੰਮਲ ਸੂਚਨਾ \_\_\_\_\_
15. ਛੁੱਟੀ ਦੌਰਾਨ ਪਤਾ \_\_\_\_\_

ਕਰਮਚਾਰੀ ਦੇ ਹਸਤਾਖਰ

ਪ੍ਰਿੰਸੀਪਲ  
ਐਸ.ਸੀ.ਡੀ. ਸਰਕਾਰੀ ਕਾਲਜ,  
ਲੁਧਿਆਣਾ।

# Government College, Ludhiana.

## APPLICATION FOR LEAVE

A. & T./G.G.S. NO. 288

C.S.R. (Pb.) No2

Note-Items 1 to 10 must be filled in by all applicants  
wether gazetted or non-gazetted.

1. Name of applicant
2. Leave Rules applicable
3. Post Held
4. Department Office and Section
5. Pay
6. House - Rent Allowance, Conveyance Allowance or other compensatory allowance drawn in the presence post.
7. Nature and period of leave applied for and date from which required
8. Sunday and holiday, if any, proposed to be pre-fixed / suffixed to leave
9. Ground on which leave is applied for
10. Date of return from last leave and the nature and period of that leave
11. (A) I undertake to refund the difference between the leave salary drawn during leave on average pay/commulated leave and that admissible during leave on half average pay/half pay leave, which would not have been admissible had the provision to rule 8.73 (b) (ii) rule 8.119 (c) (iii) of the Punjab Civil Services Rules, Volume I, Part I, not been applied in the event of my retirement from service at the end or during the currency of the leave.
11. (B) I undertake to refund the salary drawn during "Leave not due" which would not have been admissible, had rule 8.73 (c) / rule 8.119 (d) of the Punjab Civil Services Rules, Volume I, Part I, not been applied, in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.

Signature of Applicant  
(with date)

12. Remarks and /or recommendations of the Controlling Officer

Signature (with date)

Designation

Certificate regarding admissibility of leave

(By Accountant-General in case of gazetted Officer)

13. Certificate that.....

(Nature of leave)

(For.....from.....to..... period)

is admissible under rule ..... of the .....Rules

Signature (with date)

Designation

14. \*Order of the sanctioning authority.

Signature (with date)

Designation

\*If the applicant is drawing any compensatory allowance, the sanctioning authority should take wether on the expiry of leave he is likely to return to the same post or to the another post carrying similar allowance