Director General of Combined Services,

Combined Services Division,

Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

**Providing Leave Particulars**

 **........................................(CS/DOS/.................) – Grade III of Development Officers’ Service**

The leave particulars of Mr/Mrs/Miss …………………………………………. Serving at this ………………………………….. from …………………….. to ………………………. Are given below.

|  |  |
| --- | --- |
| Year | Leave |
| Casual Leave | Vacation | Half Pay (excluding maternity leave) | No Pay Leave (excluding maternity leave) |
| 2013 |  |  |  |  |
| 2014 |  |  |  |  |
| 2015 |  |  |  |  |
| 2016 |  |  |  |  |
| 2017 |  |  |  |  |
| 2018 |  |  |  |  |
| 2019 |  |  |  |  |
| 2020 |  |  |  |  |
| 2021 |  |  |  |  |

Particulars of lapse leave if the officer has taken any from previous vacation leave, he/she has saved. ............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

 ...................... ......................................................................... Date Signature and Official Frank of the Head of

 the Department

 **Note** –When submitting a leave particular, please send on calendar year basis.