

Earned Leave Required Fields:

Purpose:

The purpose of an Earned Leave letter is to formally request or regularize leave taken for personal reasons such as family functions, health, or emergencies. It serves as an official record for administrative approval and payroll adjustments. The letter ensures the leave is documented and deducted from the employee's earned leave balance.

Variable list:

{

“Fields”: [

{

“Field Name”: "R c No.",

“Data Type”: "String",

“Description”: "The Revised Current Number (R c. No.) is used to uniquely track and reference official leave-related documents within departmental records.",

“Format”: "Combination of section code, serial number, and year (e.g., B4/149/2020).",

“Validation Criteria”: "Section Code = Alphanumeric (e.g., B4, G1, A6), Serial Number = 1–4 digits, Year = 4-digit year.",

“Required”: "Yes"

},

{

“Field Name”: "H.O.D No.",

“Data Type”: "String",

“Description”: "The Head of Department Number (H.O.D No.) is used to officially record and authorize departmental orders, including leaves, punishments, rewards, and other administrative actions.",

“Format”: "Serial number and year separated by a slash (e.g., 72/2020).",

“Validation Criteria”: "Serial Number = 1–4 digits, Year = 4-digit year.",

“Required”: "Yes"

},

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{
  "Field Name": "PC No. or HC No or ARSI No",
  "Data Type": "String",
  "Description": "The Police Constable Number (PC No.) uniquely identifies an individual constable within the police department for administrative and service-related records.",
  "Format": "Fixed prefix 'PC-' or 'HC' or ARSI followed by a 1 to 4-digit number (e.g., PC-1158).",
  "Validation Criteria": "Must begin with 'PC-' or 'HC' or ARSI followed by a number",
  "Required": "Yes, only if Designation is 'PC' or 'HC' or ARSI ; otherwise, No"
},
{
  "Field Name": "Name",
  "Data Type": "String",
  "Description": "Full name of the individual police personnel (e.g., PC, SI, RSI) for identification and documentation purposes.",
  "Format": "Written as 'Initial. Full Name' or 'Full Name' (e.g., S. Praveen Kumar or Praveen Kumar).",
  "Validation Criteria": "Only alphabets and valid separators (period and space); no numbers or special characters.",
  "Required": "Yes"
},
{
  "Field Name": "Date",
  "Data Type": "Date",
  "Description": "Specific date associated with the document, such as issue date, leave start or end date, etc.",
  "Format": "DD-MM-YYYY .",
  "Required": "Yes"
},
}
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{
  "Field Name": "Number of Days",
  "Data Type": "Integer",
  "Description": "Total number of days associated with the leave period.",
  "Format": "Positive whole number (e.g., 7).",
  "Required": "Yes"
},
{
  "Field Name": "Leave From Date",
  "Data Type": "Date",
  "Description": "The start date from which earned leave is availed.",
  "Format": "DD-MM-YYYY",
  "Required": "Yes"
},
{
  "Field Name": "Leave To Date",
  "Data Type": "Date",
  "Description": "The end date up to which the earned leave is availed.",
  "Format": "DD-MM-YYYY",
  "Required": "Yes"
},
{
  "Field Name": "Leave Reason",
  "Data Type": "String",
  "Description": "Reason for availing leave, such as personal, medical, or official.",
  "Format": "Quoted explanation of the reason.",
  "Required": "Yes"
},
}
```

]

}

Document Status:

Status	How to Identify It
Approved	<p>The document is considered Approved only when all required fields are present and each field meets its specified format and validation criteria as defined in the variable list. This means:</p> <ul style="list-style-type: none">• All mandatory fields ("Required": "Yes") are filled.• All values conform to their expected format (e.g., date format, prefixes, alphanumeric patterns).• Conditional fields (e.g., PC No.) are validated only if their criteria (like designation = PC/HC) apply.• There are no mismatches or missing entries in required data.
Disapproved	<p>The document is marked as Disapproved if any single required field is missing, invalid, or does not satisfy its format or validation rules. This includes:</p> <ul style="list-style-type: none">• Missing mandatory information.• Incorrect formats (e.g., wrong date format, missing prefix).• Invalid field values (e.g., Leave To Date earlier than Leave From Date).• Conditional requirements not met (e.g., PC No. missing for PC/HC ranks). <p>Even one such issue results in a Disapproved status.</p>