

**SANT LONGOWAL INSTITUTE OF ENGG. & TECH.,
LONGOWAL-148106**

**(Deemed-to-be-University)
ADMINISTRATION SECTION**

APPLICATION FOR CL/RH/STATION LEAVE

Name & designation : _____

Department/section : _____

Type of leave : _____

Period of leave : _____

Balance before availing CL/RH : _____

Balance after availing CL/RH : _____

Prefixed/suffixed : _____

Purpose : _____

Address during leave : _____

Telephone No. if any : _____

Signature of employee

**Arrangement of duties while on
leave with signature**

**Signature with designation of recommending
authority**

Signature of sanctioning authority