

Sant Longowal Institute of Engineering and Technology (Deemed University under Govt. of India, Ministry of HRD)

APPLICATION FOR LEAVE OF ALL TYPE EXCEPT CL/SL/CPL (FOR TEACHING, TECHNICAL & ADMINISTRATIVE STAFF)

Note: Application for Earned Leave should ordinarily be submitted to competent authority through Head of Department / Section before 15 days by the Applicant.

To be filled in by the Applicant (No column should be left blank)

1. Name & Designation of Applicant : -----
2. Department / Section : -----
3. Date of Appointment : -----
4. Whether permanent or contract : -----
5. Kind of leave applied for : -----
6. Duration & No. of Days : From -----To -----Days -----
7. Suffix & Prefix : Prefix -----Suffix-----
8. Balance before availing leave : -----Days
9. Balance after availing leave : -----Days
10. Reason for leave : -----
11. Date/time of leaving HQs, if any : -----
12. Date/time of return to HQs : -----
13. Address/contact no. during leave : -----

14. Prior to applying leave of any kind, arrangement of Class/duties is mandatory and should be reported here:

Date & Time	Adjustment of Class / Duties is entrusted to the following faculty / staff member	Signature of the concerned faculty /staff taking responsibility of class / duties

Signature of the Applicant with Date

Recommended

Approved/Not Approved

HOD/Section incharge

Sanctioning Authority

FOR OFFICE USE ONLY IN ADMIN SECTION

Previous Balance: Kind of Leave _____ for _____ Days.

Current Balance: Kind of Leave _____ from _____ to _____ sanctioned vide Office Order No. _____ dated _____.

Signature of Asst. / Dy. Registrar (Admin)