



**Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab – 148106.**

DEPARTURE REPORT
(Before proceeding on approved Leave/LTC)

I am submitting my Departure Report today i.e. on _____ (F/N, A/N) to avail _____ days
Earned Leave/ Half Pay Leave/Commuted Leave/CCL/Maternity Leave/Paternity Leave/Extra Ordinary Leave
(without pay)/LTC from _____ to _____ along with Prefix on _____ & Suffix on
_____ .

(* Strike out whichever is not applicable. Fill the form legibly).

Signature of Employee _____

Name _____

Designation _____

Department /Section _____

Date : _____

Signature of HOD/Section In-charge _____

Dy. Registrar (Admn.)