संत लोंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान, लोंगोवाल

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL
(Deemed to be University under Govt of India, Ministry of Education)
APPLICATION FOR LEAVE OF ALL TYPE EXCEPT CL/RH/SCL/SL/CCL FOR FACULTY AND TECHNICAL
SUPPORTING STAFF & ADMINISTRATIVE STAFF

Application for Earned Leave should ordinarily be submitted to competent authority through Head of the Department/Section before 15 days by the applicant (please fill & print)

1	Name	:					
2	Designation	:					
3	Department/ Section	:					
4	Date of appointment	:					
5	Nature of Appointment	:	**Regular / Deputation/Contract**				
6	Kind of leave applied	:	**EL / HPL/ Commuted Leave/EOL/ Leave not Due**				
7	Duration & No. of Days	:	From		To		Days	days
8	Prefix & Suffix	:	Prefix		Suffix			
9	Purpose (mention clearly)	:					
10	Address during leave with PIN Code **Tel./Mob. No:**	:					

11. Leave availed in the current month:

EL	HPL	CL	RH	EOL	SCL	CCL	ML/PL

12. Leave availed in the current semester:

EL	HPL	CL	RH	EOL	SCL	CCL	ML/PL

CLASS ADJUSTMENT: (For Teachers & Technical Staff - Enclose separate sheet if required)

Date	Time	Name of the subject with code	Name of faculty who will be taking the class as substitute	Signature of the substitute faculty member

Date: **Signature of applicant:**

Recommended/Not recommended	**Recommended/Not recommended**
HOD/Section Head	**Dean (FSW) *wherever applicable**

FOR OFFICE USE ONLY IN ADMINISTRATION SECTION

Certified that _____ (nature of leave) for _____ days from _____ to _____ is admissible under the leave rules. If the leave applied for is sanctioned, the balance at the applicant's credit will be _____days.

Signature of dealing hand Desk i/c Supdt. Dy. Registrar (Adm)	
Approved/ Rec / Not Rec	**Approved/ Not Approved**
Registrar	**Director**