



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

APPLICATION FOR LEAVE

Department/School/Office.....

Part-A

1. Employee No. :
2. Name of the Applicant :
- Designation :
3. Nature of leave :
4. Purpose of leave :
5. Period of leave required : From.....to.....
(Total Days)
7. Details of Prefix/Suffix : Prefix- From.....to.....
Suffix-From.....to.....
8. Station leave permission (if required) : From.....to.....
9. Address during leave with Mob No. :
10. Person taking charge during leave (Name) :
- Signature & date :
11. Arrangement for Class work/work :
12. Signature of the applicant with date :

Part-B

13. Forwarding Note/Recommendation of the Head of the Department/Coordinator of the School/In charge of the Unit
14. If not recommended, reason(s) may be mentioned

Signature of Head of the Department/Coordinator of the School/In charge of the Unit

Part-C

15. Leave as proposed at Sl No. 4 & 6 is sanctioned
16. Leave only from.....to.....is sanctioned
17. Leave applied for is not granted (Reason(s) is/are to be mentioned)

Signature of Sanctioning Authority