



Dean (SR,IC&CE) Office

छुट्टी आवेदन: परियोजना कर्मचारी LEAVE APPLICATION FOR PROJECT STAFF

1.	Name	:	
2.	Designation	:	
3.	Project Name	:	
4.	No. of Days of leave required with date	:	
	(for ½ day specify FN / AN)		
5.	Reason for taking leave	:	
6.	Name of person taking care of my	:	
	responsibilities during leave period		

Date : _____ Signature of applicant

Recommendations of Principal Investigator

Signature of Principal Investigator

(FOR USE IN SR,IC&CE OFFICE)

Leave at Credit:Days; Leave taken Now:Days; Balance of Leave at Credit.....Days

Date : _____ Signature of Dealing Staff

GRANTED / NOT GRANTED

Date:

Signature Dean (SR)