APPLICATION FOR VACATION

1.   Name of the Applicant   :

2.   Designation   :

3.   Academic Year   :

4.   Nature of Leave   :   WINTER VACATION / SUMMER VACATION

5.   Address and Contact No.   :

6.   Pending task if any   :

7.   I proposed to avail leave the following period:

Sl No.	From (Date)	To (Date)	No. of Days
1.			
2.			
3.			
4.			
5.			

Date of application: Signature of the Applicant

Recommended / Not Recommended

Signature with date of the HoD.

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(FOR USE IN OFFICE)

Leave at Credit   :   day(s)   Sanctioned / Not Sanctioned

Leave taken now   :   day(s)

Balance of leave at Credit :   day(s)

In-charge   Signature of Sanctioning Authority