

Application for C.L./Special C.L./leave of Absence on duty for HOD's/ Deans/Coordinators/ Adm.Office

Name	:		
Designation	:		
Department	:		
Type of leave	:		
Purpose	:		
Type of Assignment /Duration	:		
Going out of Station	:		
Address if going out of Sagar along with Contact Number	:		
Arrangement of Duties/ including classes	:		
	:	Signature:	
Office Record			
Leave Availed (C.L./Sp.C.L./Leave of Absence of duty	:		
Leave Sanctioned/ Not Sanctioned	:		
Leave Balance	:		
	:	C.L.	
	:	Sp.C.L.	
	:	Leave of Absence duty	
Signature of Vice- Chancellor			