BANARAS HINDU UNIVERSITY APPLICATION FOR LEAVE ABSENCE MAIN WORKSHOP, IIT(BHU)

Department / College:	MAIN WORKSHOP, IIT(I	BHU)			
Particulars o	Office Report				
1. Name of the Applicant :		Statement of Leave Taken			
2. Designation		Kind of leave (a) Medical / Privilege	Last leave taken	Leave Due	
3. Nature of leave :		(b) Duty / Compensator			
4. Purpose of leave :		(c) Extraordinary / Study			
5. Period of leave required :		(d) Casual / Maternity			
From:with station leave permissionFrom:am/pm6. Address with contact no. when	To: to: am/pm on leave :	Leave applied for is admissible / not admissible according to rules			
7. Signature of the Applicant: 8. Date of Application: 9. Report of Staff Clerk the Head of Department 10. Remarks of the Principal of College Date :		Leave Clerk Sanctioned / not granted / Referred to the Ex. Council. Registrar			

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