

**BANARAS HINDU UNIVERSITY
APPLICATION FOR LEAVE ABSENCE**

Department / College:

MAIN WORKSHOP, IIT(BHU)

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

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