

# **PEC University of Technology**

## **Application for Ex-India Leave**

1.	Name:	Employee Code No.	
2.	Designation:	Department:	
3.	Kind of leave requested for going out of India.  (pl. apply for the same for sanction on the specific leave proforma)		
4.	Duration of leave requested	No. of days:	
		From:	To:
5.	Saturday/Sunday/ Holidays , if proposed to be prefixed or suffixed	Prefixed:	
		Suffixed:	
6.	Reason for availing leave:		
7.	If the duration of leave exceeds one month, pl. give additional information regarding alternate arrangements made in respect of:  (a) M.E Thesis: Concurrence of faculty member(s) who will look after M.E student(s) working with you:  (b) Ph.D Thesis: Concurrence of faculty member(s) who will look after M.E student(s) working with you:		
8.	Contact address during leave period:		
	Contact telephone no. during the Leave period	Landline No.	Mobile No.

Recommendation of Head of the Department /Head of Section

Signature of the applicant  
Date:

Sanctioned/Not Sanctioned

Sanctioning Authority

BOG/Director

