

Application for Special Casual Leave/Project Leave

1.	Name:	Employee Code:
2.	Department:	Designation:
3.	Type of Leave	
4.	Reason for the Leave (Attach documents if any)	
5.	Host Institution/Organization	
6.	Total duration of absence	
7.	Duration of Leave	
8.	Duration of holidays (if any)	
9.	Station Leave, if required	
10.	If applied for Project Leave, is the job approved by DRP&D office	Yes/No
11.	If yes, the job No. be specified. If no, please specify, if it is pre visit or post visit for consultancy work/research project/ others (document to be attached)	
12.	Alternate arrangement made for the (a) classes (b) academic and administrative responsibilities	
13.	Contact address during the Leave Period Contact telephone No. during the Leave period	Landline No: Mobile No:

Sanctioned/Not Sanctioned

Signature of the applicant
Date:

Sanctioning Authority
Director/Head of the Department