

**Punjab Engineering College**  
**(Deemed to be University)**  
**Application for Casual Leave/Restricted Holiday Leave**

1.	Name:	Employee Code:	
2.	Department:	Designation:	
3.	Leave admissible	No. of days:	
4.	Leave availed so far excluding the Leave applied for. (as per office record)	No. of days:	
5.	Balance of Leave (as per office record)		
6.	Leave applied for	No. of days:	Dates:
7.	Saturday/Sunday/Holidays, pre-fixed/suffixed and/or intervening	No. of days:	Dates:
8.	Total duration of absence (column 6+7)	No. of days:	
9.	Reason for the Leave		
10.	Does the leave applied for fall during examination days	Yes/No	
		If Yes, No. of days:          Dates: Pl. give special reasons. (attach a sheet)	
11.	Alternate arrangements made in respect of: (a) Classes/lab classes and concurrence of respective faculty/staff member (b) other responsibilities (i) department level (ii) institute level		
12.	Station Leave required (if yes, pl. give the dates and the contact address during the period)	Yes/No Dates:	Contact Address:
13.	Contact Telephone No. during the Leave period	Landline No.(with code): Mobile No.:	

Signature of the applicant

Date:

\*Recommendation of Incharge Lab./Workshop/Section (which ever applicable)

Sanctioned/Not Sanctioned

Sanctioning Authority

Director/Registrar/Head of the Department/Head of the Section

\* For non-faculty staff only.