

# Punjab Engineering College (Deemed to be University)

## Application for Availing Vacation During Summer/Winter Vacation

( Vacation Staff – Non Faculty)

1.	Name:	Employee Code No.		
2.	Designation:	Department:		
3.	Purpose for availing vacation:			
4.	Period of availing vacation as notified by the Institute	Wef.	To:	
5.	Period of vacation requested	No. of days	From	To
6.	Alternate arrangements regarding responsibilities:			
	a) Department level responsibilities Indicate the arrangement(s) made:			
	b) Institute level responsibilities: Indicate the arrangement(s) made:			
	c) Confirm that the Registrar and the concerned respective co-ordinating officer as in 6(a) and 6(b) has been informed (if applicable)			
7.	Contact address during leave period:			
	Contact Telephone No. during the Leave period	Landline No. Mobile No.		

Signature of the applicant  
Date:

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

Sanctioned/Not Sanctioned

Sanctioning Authority  
Registrar/Head of the Department/Head of the section

Note: Consolidated record of vacation availed/not availed should be sent to the Incharge Establishment Section at the end of vacation period by the Head of the Department/Head of the Section.