

# Punjab Engineering College (Deemed to be University)

## \*Application for Ex-India Leave

1.	Name:	Employee Code No.	
2.	Designation:	Department:	
3.	Kind of leave requested for going out of India. (Earned Leave, Commuted Leave, Special Casual Leave etc.) and its duration.  (pl. apply for the same for sanction on the specific leave proforma and attach a xerox copy of the sanctioned leave.)		
4.	Duration of ex- India 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.	Does the leave applied for fall during examination days	Yes/No	
		If Yes, No. of days:                  Dates:	
		Pl. give special reasons. (attach a sheet)	
8.	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 Ph.D student(s) working with you:		
9.	Tentative expenditure to be incurred on foreign visit		
10.	Source of funding		
11.	Contact address during leave period:		
	Contact Telephone No. during the Leave period (include ISD code)	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

\*Application for Ex-India Leave should be submitted atleast one month in advance