

# THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA

Dated: \_\_\_\_\_

APPLICATION FOR  **ACADEMIC LEAVE**       **DUTY LEAVE**

<b>NAME</b>	<b>DESIGNATION</b>	<b>DEPARTMENT</b>
<b>PERIOD</b> (Dates for Leave Applied For)	<b>PURPOSE OF LEAVE</b>	
<b>ADDRESS DURING THE STATION LEAVE</b>		<b>SIGNATURE OF APPLICANT</b>
PHONE/MOBILE NO.		

**FOR OFFICIAL USE ONLY**

TOTAL LEAVE ADMISSIBLE DURING THE YEAR	LEAVE ALREADY TAKEN DURING THE YEAR	LEAVE APPLIED FOR	BALANCE	INITIAL OF DEALING OFFICIAL

<b>DETAIL REGARDING ARRANGEMENT FOR CLASS (If applicable)</b>     <div style="text-align: right; margin-top: 10px;">_____</div> <p style="text-align: right; margin-top: 5px;"><i>SIGNATURE</i></p>	<b>RECOMMENDED/ NOT RECOMMENDED</b>     <div style="text-align: center; margin-top: 10px;">_____</div> <p style="text-align: center; margin-top: 5px;"><b>INCHARGE/ SUPERVISOR/HOD</b></p>	<b>SANCTIONED/ NOT SANCTIONED</b>     <div style="text-align: center; margin-top: 10px;">_____</div> <p style="text-align: center; margin-top: 5px;"><b>SANCTIONING AUTHORITY</b></p>
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NOTE: DIRECTOR IS THE COMPETENT AUTHORITY OF SANCTION ABOVE LEAVES