

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA

Dated: _____

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

NAME	DESIGNATION	DEPARTMENT
PERIOD (Dates for Leave Applied For)	PURPOSE OF LEAVE	
ADDRESS DURING THE STATION LEAVE		SIGNATURE OF APPLICANT
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

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