



THAPAR UNIVERSITY, PATIALA

Dated : _____

APPLICATION FOR

ACADEMIC LEAVE

DUTY LEAVE

N A M E	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

DETAIL REGARDING ARRANGEMENT FOR CLASS (If applicable)	RECOMMENDED/ NOT RECOMMENDED	SANCTIONED/ NOT SANCTIONED
SIGNATURE	INCHARGE/ SUPERVISOR/HOD	SANCTIONING AUTHORITY

NOTE: DIRECTOR IS THE COMPETENT AUTHORITY OF SANCTION ABOVE LEAVES