

Thapar Institute of Engineering & Technology

Deemed to be University



THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)

Application Form : Leave

Applied for Academic Duty

Name : _____ Designation : _____
Department/Section : _____ Purpose of Leave : _____
Phone / Mobile No. : _____

Dates of Leave Applied For Period of Station Leave (If Required)
From : _____ To : _____ From : _____ To : _____

Address During Outstation Leave : _____

Details Regarding Arrangement for Classes (If Applicable) : _____

Date : _____ Signature of Applicant : _____

For Official Use Only

Total leave admissible during the year : _____ Leave already taken during the year : _____
Leave applied for : _____ Balance Leave : _____
Office Remarks (If Any) : _____

Recommended / Not Recommended

Sanctioned / Not Sanctioned

Dated _____ Verified by _____ In Charge / Supervisor / HOD _____ Sanctioning Authority _____

NOTE: Director is the competent authority to sanction the above types of leaves