THAPAR POLYTECHNIC COLLEGE, PATIALA

APPLICATION FOR STATION/CASUAL LEAVE ROUTE: HEAD DEPARTMENT/OFFICE SUPERINTENDENT SANCTIONING AUTHORITY

NAME:

		NA
Designation:		De
Period for which leave is required With dates		Pei Wi
Reason for leave		Re
Arrangements during leave period		Ar
(Please make arrangements for your periods/ work during your absence before		
proceedings on leave)	·	pro
NOTE: - Leave should not be availed before getting it sanctioned		
Recommendation		Re
	Signature of Applicant	
HOD/I/C Section	Date:	HC
(TO BE FILLED IN BY THE OFFICE)		
Casual leave already taken during The current year		Ca Th
Balance Casual Leave due		Ba
Casual leave from to		Ca

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