

THAPAR UNIVERSITY, PATIALA

(Established under Section 3 of the UGC Act, 1956)

Dated _____

APPLICATION FOR LEAVE CASUL COMPENSATORY SPECIAL RESTRICTED HOLIDAY

NAME	DESIGNATION	DEPARTMENT
PERIOD (DATES FOR LEAVE APPLIED FOR)	PURPOSE OF LEAVE	PERIOD OF STATION LEAVE (IF REQUIRED)
ADDRESS DURING THE STATION LEAVE		SINGNATURE OF APPLICANT
PHONE/ MOBILE NUMBER		

FOR OFFICIAL USE ONLY

Total leave admissible during the year	Leave already taken during the year	Leave applied for	Balance	Initial dealing official

	RECOMMENDED / NOT RECOMMEND	SANTIONED / NOT SANCTIONED
	INCHARGE / SUPERVISOR /HOD	SANCTIONING AUTHORITY

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