JUIT, WAKNAGHAT —LEAVE APPLICATION FORM——

(To be filled by applicant)

(Tick mark the nature of leave applied for)

1. Name :		Emp. Code			
2. Designation:		_ Deptt _			
3. Leave Applied : From	to		_ () Days	
4. Sunday/ Holiday Prefix		_Suffix			
5. Reason for leave					
6. Address while on leave					
Telephone No.					
Date		Signature	of the A	Applicant	
Recor	mmending Aut	hority			
7. Recommended/ Not Reco	mmended				
	Signature of the	ne Recomm	nending	Authority	
	VE STATEMEN led by Adminis	-			
8. Leave due	Day(s) as	s on			
		Signature	of the	HR Deptt.	
9. Sanctioned/ Not Sanctione if Aanctioned	ed				
(a) day (b) day	(s) with pay forr (s)without pay fo	n: orm:			
			Regis	trar/ HOD	
10. Leave recorded as sanct	ioned				
			Н	IR Dentt	

JUIT, WAKNAGHAT

LEAVE APPLICATION FORM—

(To be filled by applicant)

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5. Reason for leave						
6. Address while on leave						
Telephone No						
Date	nending Autho	Signature	of the	Applicant		
7.Recommended/ Not Recommended/	mended Signature of the	Recomm	ending	J Authority		
LEAVE STATEMENT (To be filled by Administration)						
8. Leave due	Day(s) as o	on				
		Signature	of the	HR Deptt.		
9. Sanctioned/ Not Sanctioned if Aanctioned (a) day(s (b) day(s) with pay form:	m:				
			Regis	trar/ HOD		
10. Leave recorded as sanction	ned					
			Н	R Deptt.		