Application for Special Casual Leave/Project Leave

1	Name:	Employee Code:	
2	Department:	Designation:	
3	Type of Leave (pl. encircle)	SCL / PL	
4	Reason for the Leave (Attach document if any)		
5	Host Institution /Organization		
6	Leave admissible	No. of days:	
7	Leave availed so far as per office record excluding the Leave applied for as in 9	No. of days:	
8	Balance of Leave (as per office record)		
9	Leave applied for	No. of days:	Dates:
10	Saturday/Sunday/Holidays, pre-fixed/suffixed and/or intervening	No. of days:	Dates:
11	Total duration of absence (Sr. no. 9 + 10)	No. of days:	
12	Does the leave applied for fall during examination days	Yes/No	
		If Yes, No. of days: Dates: Pl. give special reasons. (attach a sheet)	
13	If applied for Project Leave, is the job approved by DRP&D office		
14	If yes, the Job No. be specified. If no, pl. specify whether it is a pre-visit or post visit for consultancy work /research project/others (document to be attached)		
15	Alternate arrangements made for (a) Classes (b) other responsibilities (i) department level (ii) institute level		
16	Station Leave required (if yes, pl. mention dates and the contact address during the period)	Yes / No Dates: Contact Address:	
17	Contact Telephone No. during the Leave period	Landline No.(with code): Mobile No.:	

Signature of the applicant

Sanctioned / Not Sanctioned   Date:

Sanctioning Authority
Director/Head of the Department