

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 Sr. no. 9)	No. of days:	
8	Balance of Leave (as per office record)		
9	Leave applied for	No. of days:	Dates:
10	Saturday/Sunday/Holidays, prefixed/suffixed and/or intervening	No. of days:	Dates:
11	Total duration of absence (Sr. no. 9 + 10)	No. of days:	
12	If applied for Project Leave, is the job approved by DRP&D office	Yes / No	
13	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)		
14	Alternate arrangements made for (a) Classes (b) other responsibilities (i) department level (ii) institute level		
15	Station Leave required (if yes, pl. mention dates and the contact address during the period)	Yes / No Dates: Contact Address:	
16	Contact Telephone No. during the Leave period	Landline No.(with code): Mobile No.:	

Sanctioned / Not Sanctioned

Sanctioning Authority
Director/Head of the Department

Signature of the applicant
Date: