

Sido Kanhu Murmu University, Dumka
Application for Leave

Date of Application.....

Name of Employee.....

Dept./Section.....

Nature of Leave (CL/DL/EL/ML/Special Leave/Duty Leave):.....

Leave period From (Date/Time).....To (Date/Time)

Purpose.....

Station Leave (YES/NO). If Station Leave Yes then fill following

From (Date/Time)..... To (Date/Time)

Address

.....

Local Telephone/Contact No.

Document (If attached).....

If Employee holds a Statuary/Administrative Office

1. Specify:
2. Alternate arrangement during absence from University.....

Signature of applicant

Office Use

Reporting Officer Leave balance

Approve/Not-Approve

..... Signature of Officer/HOD

Forward to