

**Sido Kanhu Murmu University, Dumka**  
**Application for Leave**

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Date of Application.....

Name of Employee..... **RAJESH KUMAR** .....

Dept./Section..... **PHYSICS** .....

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 .....

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Local Telephone/Contact No. ... **7352949118** .....

Document (If attached).....

If Employee holds a Statuary/Administrative Office

1. Specify:

2. Alternate arrangement during absence from University.....

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Signature of applicant

**Office Use**

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**Reporting Officer** ..... **Leave balance** .....

**Approve/Not-Approve** .....

..... **Signature of Officer/HOD**

**Forward to** .....