



DAV Institute of Engg. & Technology Jalandhar

Leave Application Form for Non Teaching Staff

Date :

Name

Designation (Regular/Skilled) Department

Nature of Leave (Casual/Medical/Earned/Duty)

Purpose of Leave

No. of Days days (from to)

In case of Half day leave: Timing from to (Date

Connecting Saturday, Sunday & Holiday (if any)

Outstation Leave: Yes/No

If yes; Address while on out station Leave

.....

..... Mobile No.

Alternative Duty Arrangement

Date	Name	Designation	Signature

.....
(Applicant's Signature)

For Office Use

Leave Record	Casual	Earned	Medical	Duty
Last Leave Availed on				
Total Leave Availed				
Balance Leave				

(Checked & Verified by)

Recommendation of H.C.D.

PRINCIPAL