



DAV Institute of Engg. & Technology Jalandhar

Leave Application Form for Teaching Staff

Date :

Name

Designation (Regular/Adhoc) Department

Nature of Leave (Casual/Medical/Academic/Study/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 Arrangement for Instruction Delivery:

Date	Class	Period No.	Name & Signature of Alternative Teacher

(Applicant's Signature)

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For Office Use

Leave Record	Casual	Medical	Academic	Study	Duty
Last Leave Availed on					
Total Leave Availed					
Balance Leave					

(Checked & Verified by)

Recommendation of H.O.D.

PRINCIPAL