



J.D. BIRLA INSTITUTE

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

Recognised by UGC (12B & 2f)

Departments of Science, Commerce & Management

Main Campus: 11 Lower Rawdon Street, Kolkata-700020

Management Campus: 1 Moira Street, Kolkata-700017

Form No.: JDBI/STAFF/8

APPLICATION (LEAVE)

Name of the Applicant :

Designation / Post :

Department :

Nature of Leave : P/I M/I C/I Any Other
(please tick on the appropriate box)

Total No. of Days :

Period of Leave : From To

Ground on which Leave Applied for :

Date of resuming duty from Leave :

Address during Leave :

Phone No. / Mobile No. :

STATION LEAVING PERMISSION MAY BE GRANTED :

Date:

Signature of the Applicant

FOR OFFICE USE

No. of Days of Leave

Nature of Leave	Leave Due	Leave Availed till Date
Earned Leave / Privileged leave (E/L or P/L)		
Medical Leave (M/L)		
Casual Leave (C/L)		
Any Other		

Date:

Signature

RECOMMENDING AUTHORITY

Remarks:

RECOMMENDED / NOT RECOMMENDED

If recommended, please specify the name of the person who will work in place of his/her duty and if not recommended, please specify reasons(s). This may be put on a separate sheet.

Signature of Departmental Head / Co-ordinator / Manager (with date)

SANCTIONING AUTHORITY

Remarks:

SANCTIONED / NOT SANCTIONED

Signature of Sanctioning Authority (with date)

Noted the contents of the sanctioning authority:

Signature of the Applicant (with date)