



# J.D. BIRLA INSTITUTE

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

Recognised by UGC (12B & 2f)

Departments of Science, Commerce & Management

Form No.: JDBI/STAFF/8

## APPLICATION (LEAVE)

NAME OF THE APPLICANT : \_\_\_\_\_  
DESIGNATION / POST : \_\_\_\_\_  
DEPARTMENT : \_\_\_\_\_  
NATURE OF LEAVE :  P/L  M/L  C/L  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 : \_\_\_\_\_

| Classes Missed | Proposed Alternative |
|----------------|----------------------|
|                |                      |

Date: \_\_\_\_\_

Signature of the Applicant (with date)

### FOR OFFICE USE

#### No. of Days of Leave

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

Date: \_\_\_\_\_

Signature of HR Officer (with date)

### 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 Recommended Authority (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)