



Sardar Patel University, Mandi

(A State Government University)



APPLICATION FOR CASUAL LEAVE/COMPENSATORY LEAVE/RESTRICTED HOLIDAY

Name	
Designation	
Nature of Leave	
Period of Leave	
Number of Days of Leave	
Purpose of Leave	
Leave already taken	
Total Teaching days in the Semester till date	
Total leave already taken during teaching days	
Arrangement during Leave Period	
Signature of the faculty who has been assigned duty during leave period with name (Lecture wise)	

Date:

Signature of Applicant

The above mentioned leave is Recommended/Not Recommended.

I certify that the above information is correct as per records.

Signature of Authority
(Pro-VC/Dean/HOD)

The above mentioned leave is Approved/Not Approved.

Signature of Approving Authority

Registrar

Note: Maximum 10 teaching days only in a Semester will be allowed as any kind of leave.