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DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009

(Formerly Delhi College of Engineering)

BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-110042

<http://admn.dlu.ac.in> Email: dluadmn@gmail.com

APPLICATION FOR CASUAL/COMPENSATORY/STATION LEAVE

1. Name of the Official/ Officer
2. Designation
3. Department/ Branch of Leave
4. Date and duration of Leave
5. Prefix / Suffix (if any)
6. Purpose for which leave is applied for
7. Type of Leave
8. Permission to leave the station
required: Yes/No
9. Address during Leave
-
-
-
-
-
10. Mobile No.

Signature of the Applicant

CERTIFICATE OF AVAILABILITY OF LEAVE

(To be filled by the Officer maintaining the Leave Record)

Leave already availed :

Leave Balance :

Number of Leave applied for :

Signature of the Officer maintaining Leave Record

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Approval of the Sanctioning Authority :

Sanctioned/Not Sanctioned

P.T.O