



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009
(Formerly Delhi College of Engineering)
SHAHABAD DAULATPUR, BAWANA ROAD, DELHI-110042

177/c

Leave Application for Faculty and Academic Staff

1. Name of Applicant :
2. Designation with pay scale :
3. Name of Department :
4. Type of Leave (CL/Spec CL :
/Project Leave/Station Leave, etc.)
5. Period of Leave applied for :
(With total number of actual working days)
6. Saturdays/Sundays and other :
Holidays, if any, proposed to be
Prefixed/suffixed/combined to leave.
7. Purpose of leave :
(Supporting documents enclosed)
8. Details of leave last availed, date & period. :
9. Permission to leave the station required : Yes / No
10. Address during leave :
:
11. Contact No. /Mob. No. during leave :

Signature of Applicant (With date)

12. Remarks and /or recommendation of :
the Head of the Department

13. Arrangement of teaching load.

Date	From	To	Name of Teacher
.....
.....

Signature (With date & Seal)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

Certified that leave for (Period) from/...../..... to/...../.....
is admissible under Leave Rules of the University.

- Leave permissible in a year :
- Already availed by the officer till date :
- Applied for :

D. A. (Estt.)
Approval of the Competent Authority to grant leave

S. O. (Estt.)
-- Leave granted/not granted

P.T.O