



DELHI TECHNOLOGICAL UNIVERSITY

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

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
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- 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