

Beant College of Engineering & Technology

(Established by Government of Punjab)

GURDASPUR (PUNJAB) 143521 INDIA

Ref.

Date

APPLICATION FOR LEAVE/EXTENSION OF LEAVE

| | | |
|-----|--|----------------|
| 1. | Name (in CAPITAL letters) | |
| 2. | Post Held | |
| 3. | Nature of Appointment (regular/contract/consolidated etc.) | |
| 4. | Department, Office & Section | |
| 5. | Pay | |
| 6. | House rent & other compensatory allowance drawn in the present post | |
| 7. | i) Nature of leave | |
| | ii) Period of leave applied for. | From to |
| | iii) Number of days. | |
| 8. | Sunday & Holidays, if any proposed to be prefixed/suffixed to leave | Prefixed |
| | | Suffixed |
| 9. | Grounds on which leave applied for. | |
| 10. | Date of return from last leave and the nature and period of that leave | |
| 11. | I propose/do not propose to avail myself of leave travel concession for the block year ___ during the issuing leave. | |
| 12. | Address during leave : | |
| | Contact Tele./Mobile # | |

(Signature of Applicant)

Date

Remarks and recommendation
of the Controlling Authority.

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE.

- (i) Certified that _____ (nature of leave) for _____ days i.e. from _____ to _____ is admissible under the leave rules of the college.
- (ii) If the leave applied for is sanctioned, the balance at the applicant's credit will be _____ days.

(Signature with date & Designation)

Order of the authority competent to grant leave.

(Signature with date & Designation)