



Jawaharlal Nehru Government Engineering College Sundernagar (H.P.) 175018

Application Proforma for Casual leave /R.H./ Special/ Medical/ Compensatory Leave

1. Name: _____ & Designation _____

2. Kind of Leave _____

3. Period/Date of Leave _____

4. Purpose of Leave: _____

5. Whether permission is required to leave the station YES/NO

Station leave _____ w.e.f _____ to _____

6. Compensatory leave in lieu of duties performed (proof to be attached) _____

7. Class Arrangement Made:

8. Address during the Leave (Including Mobile No.) _____

Date	Class/ Lab	Period	To be engaged	Signature

Signature of Applicant (With Date)

Recommended/Not Recommended

HOD/OIC

No. of CL/RH/Comp. Leave/Special Leave/Medical Leave available (As per record) _____

Supdt. Grade 1

Approved/Not Approved

Director/Principal