

Government Polytechnic Simdega

(AFFILIATED TO JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI)

Kharwatoli , SIMDEGA - 835223, JHARKHAND

e-mail: gpsimdega@gmail.com Website: gpsimdega.edu.in

Application format for Casual Leave/ Restricted Holiday/ Headquarter Leave (For staff members)

Name of the Staff Member:.....

Designation:.....

Type of Leave(CL/RH/HQL)

Duration of Leave: From Date.....Time..... to Date.....Time:.....

Total number of days of leave:.....

Reason of Leave:.....

Date and time of joining after availing leave:.....

Leave Address:

Phone number to contact if required:.....

I have made the alternate **administrative commitments**, if any for the leave period.

1.....

2.....

3.....

4.....

5.....

Signature of the faculty:..... Date:..... Time:.....

Leave Taken:..... Leave Balance:.....(Sign. Office Staff).....

Leave Approved/Not Approved

(Principal)