

Government Polytechnic Simdega

(AFFILIATED TO JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI)

Kharwatoli , SIMDEGA - 835223, JHARKHAND

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

Name of the Faculty Member:.....

Designation:.....

Department:.....

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 arrangements for my academic/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)