



SUMANDEEP VIDYAPEETH

An Institution Deemed to be University U/S 3 of UGC Act 1956
Accredited by NAAC with a CGPA of 3.53 on a Four Point Scale at 'A' Grade
Category - I Deemed to be University Under UGC Regulations 2018

LEAVE APPLICATION

Name: SVDU Off.

Department / Section: SBKSMIRC

Leave applied(No. of days):.....From:.....To:..... KMSDCH

Reasons for leave applied:..... COP

Nature of Leave:..... Leave with Pay Leave without Pay SNC

No. of days Leave admissible:.....Leave availed till date:..... Balance:..... DOP

Contact Address & Phone No. During Leave Period:..... DOM

..... Dhiraj Hosp

Charge arrangement Made:..... LRC

..... Others

.....
Signature of Person who
Will hold the Charge

Recommended / Not Recommended

.....
Signature of Applicant

Date:

.....
HOD

.....
Sanctioning Authority