

**DIBRUGARH  UNIVERSITY
DIBRUGARH**

LEAVE APPLICATION FORM FOR TEACHERS/OFFICERS

To
The Vice-Chancellor/Registrar
Dibrugarh University
Dibrugarh

(Through the HoD, Department of _____, D.U)

Sir,
I have the honour to request you kindly to grant me leave as stated below:

1. Name : _____
2. Designation : _____
3. Department : _____
4. Nature of leave : _____
5. Reason for leave : _____
: _____
: _____
6. Duration of leave : From _____ to _____
7. No. of days : _____
8. Arrangement of classes(for teachers) : Yes / No
9. Proposed Incharge(in case of Head / Chairperson / Officers): _____

Yours faithfully

Date: _____

Signature of the applicant

RECOMMENDATION

1. Recommendation : Yes / No

Date: _____

Head

OFFICIAL USE

1. Details of leave already availed during the year 20.....

- a) Duty Leave : _____
- b) Special Casual Leave : _____
- c) Casual Leave : _____
- d) Earned Leave : _____
- e) Academic Leave : _____

Date: _____

Leave granted / Not granted

Vice-Chancellor/Registrar