

PUNJAB INSTITUTE OF TECHNOLOGY GTB GARH (MOGA)

(A CONSTITUENT COLLEGE OF MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY, BATHINDA)

LEAVE PERFORMA

Dt. _____

Name _____

Designation _____

Type of Leave _____

No. of Days _____

Leave from _____

to _____

Station Leave _____

to _____

Purpose of Leave _____

Contact Address during Leave _____

Mobile No. _____

Dated _____

Signature of Applicant

| | |
|---------------------|--|
| For office use only | |
| Total Leave | |
| Leave due in A/c | |
| Applied for leave | |
| Balance Leave | |

Departmental In-charge

Sanctioned/Not Sanctioned

Director

(Adjustments of classes to be retained on the department)

| Date | Semester | Period | Room No. | Name of the substitute | Signature of Substitute |
|------|----------|--------|----------|------------------------|-------------------------|
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Signature of Applicant