



Atal Bihari Vajpayee
Govt. Institute of Engineering & Technology Pragatinagar-171202(HP)
APPLICATION PROFORMA FOR CASUAL/SPECIAL/RH/COMPENSATORY/STATION LEAVE

Name of Applicant: _____

Designation: _____

Kind of leave: _____

Date(s) & No of days: _____

Prefix/suffix Gazetted holiday(s): _____

In lieu of compensatory leave (wherever applicable) dated: _____

(Please mention date of detention/duty etc. & attach order copy)

Purpose: _____

Permission to leave station Yes/No

Station Leave w.e.f. _____ to _____

Address during leave: _____

Teaching load/Duty adjustment:

| Date & Time | Class (Sem./Branch) | To be engaged by | Signature |
|-------------|---------------------|------------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Sign. of Applicant _____

(HoD/OIC/Section Head)

No. of CL/Special/RH/Compensatory leave available: _____

Supdt.(Gr-1)/ Dealing Asstt.

Principal/Director