

OFFICE OF THE PRINCIPAL  
GOVT. POLYTECHNIC UDAIPUR(L&S)  
CAMP AT SUNDERNAGAR Distt. Mandi (H.P.)  
Telefax: 01907 - 266411, E-mail: gpudalpur@gmail.com

**LEAVE APPLICATION**

Name of the applicant ..... Designation.....

Department.....No. of days leave applied for .....

Purpose of leave.....

Kind of leave and time .....

Signature of Applicant

**ADJUSTMENTS/Duty Assigned**

Sr. No.	Branch & Semester/Office Work	Time	Subject	Assigned / Allotted To	
				Name	Signature

Remarks by HOD/OI/Office Supdt.  
Recommended/Not Recommended

Signature of HOD/OI/Office Supdt.

Remarks by Principal  
Sanctioned / Not Sanctioned

Signature of Principal

**FOR OFFICE USE ONLY**

TOTAL LEAVE DUE (ANNUALLY)				TOTAL LEAVE AVAILED				REMARKS
Casual Leave	Comp. Leave	R.H.	Total	Casual Leave	Comp. Leave	R. H.	Total	
				Jan.				
				Feb.				
				Mar.				
				Apr.				
				May				
				June				
				Jul.				
				Aug.				
				Sep.				
				Oct.				
				Nov.				
				Dec.				

Note: - \* Compensatory Leave is to be availed within a month.

Supdt.  
Govt. Polytechnic Udaipur

Principal  
Govt. Polytechnic Udaipur