

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

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