

SIKKIM UNIVERSITY

(A central university established by an Act of Parliament of India in 2007)

6TH Mile, Samdur, Tadong

Gangtok- 737102

APPLICATION FOR LEAVE (TEACHING)

1. Name, Designation & Department :

2. Nature of Leave : (Please ✓ the relevant box)

Special Casual Leave	Duty Leave	Commuted Leave (Please attach Medical Certificate)	Half pay Leave	Extra Ordinary Leave	Any other (Please Specify)
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3. No. of Working Days :

From (First Working Day)

To (Last Working Day)

4. Address during leave :

5. Reason for Leave :

6. Alternative arrangement of classes :

7. Person taking charge of responsibilities (for Deans, HODs, Wardens etc.) :

Staff Member's Signature with Date

8. Recommendation of HoD/In-charge of Department [Dean of the School in case of HoDs/In-Charge] :

Signature of HoD/In-charge

Signature of Dean of the School

Action by Administration Department

9. Leave at Credit :

10. No. of days asked for leave :

11. Balance :

12. Whether posted in leave account of Service Book

Signature of Dealing Assistant

Signature of DR/AR/SO

13. Approving Officer's Remarks :

Signature of the Approving Authority