# Application for Academic Leave

**Dated:** ______________

**Application for** [ ] Academic Leave [ ] Duty Leave

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Department</th>
</tr>
</thead>
</table>

**Period**

(Dates for Leave Applied For) 

<table>
<thead>
<tr>
<th>Purpose of Leave</th>
</tr>
</thead>
</table>

**Address During the Station Leave**

**Signature of Applicant**

**Phone/Mobile No.**

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**For Official Use Only**

<table>
<thead>
<tr>
<th>Total Leave Admissible During the Year</th>
<th>Leave Already Taken During the Year</th>
<th>Leave Applied For</th>
<th>Balance</th>
<th>Initial of Dealing Official</th>
</tr>
</thead>
</table>

**Detail Regarding Arrangement for Class**

(If applicable)

**Signature**

**Recommended/ Not Recommended**

**Sanctioned/ Not Sanctioned**

**Incharge/ Supervisor/HOD**

**Sanctioning Authority**

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**Note:** Director is the competent authority of sanction above leaves.