

Application for Vacation Leave

1. Name :
2. Designation and Department :
3. Number of days and dates on which vacation leave is required : From To
4. No.of days of vacation leave already availed of :
5. Whether alternate arrangement has been made for any other duty assigned if so, details thereof :
6. Signature with date :
7. Recommendation of the Head of the Department :
8. Orders of the Pro.V.C.(Admin)/ Registrar (as applicable) :

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