



FORMAT FOR APPLYING LEAVE BY THE TEACHERS, OFFICERS AND EMPLOYEES

A. Employee Profile:

1. Name of the Employee :
2. Designation :
3. Department/ Branch :

B. Leave Details:

1. Nature of Leave :
2. Date(s) : From to
3. No. of Days :
4. Cause the Leave applied :
5. Who will be in charge? :

C. Application for the Leave:

Hon'ble Vice-Chancellor/ Registrar,
Majuli University of Culture, Majuli, Assam

Sir,

I would like to request for grant of leave for days w.e.f.
..... to (date) for the purpose.

Date:

Signature of the Applicant

D. Recommendation for the Leave:

The prayer for leave as applied above is recommended/ not recommended (strike of
which is not necessary).

Date:

Signature of the Recommending Authority

E. Approval on the Leave:

The prayer for leave as applied above is approved/ not approved (strike of which is not
necessary).

Date:

Signature of the Approving Authority