



# HIMALAYAN GROUP OF INSTITUTION

Mohammadpur Saraiya, Post – Paharpur, Banke Nagar Chauraha, BKT, Lucknow – 237005

## ON DUTY LEAVE APPLICATION

Name of Employee : \_\_\_\_\_

Institute/College : \_\_\_\_\_

Designation : \_\_\_\_\_

Duration of Leave : Form \_\_\_\_\_ to \_\_\_\_\_ No. of days \_\_\_\_\_

### DETAILS OF PROPOSED DUTIES :

S. No.	DETAILS OF PROPOSED WORK/PROPOSED VISIT	PLACE OF PROPOSED WORK/PROPOSED VISIT	NAME OF FACULTY (ARRANGED FOR CLASS CONDUCTION)	DATE	SIGN
1					
2					
3					
4					
5					

(Attach extra sheet if required)

Arrangements for Administrative/Teaching work

Arrangement with : \_\_\_\_\_ Signature : \_\_\_\_\_

Details of Advance Paid & Extra Amount paid by accounts at the time of settlement

\_\_\_\_\_  
\_\_\_\_\_

(Signature of Accountant)

(Signature of Employee)

### For Office Use Only

Administrative Admissible	Recommended/Not Recommended	Approved/Not Approved
Asst. Director	H.O.D./Dean	Director