

परिसर संस्थान (Campus Institute)
वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय, देहरादून
Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun.
FORMAT OF LEAVE - For Director

Date :

1- Name :

2- Designation :

3- Type of Leave(Please tick the appropriate box/boxes)

Casual Leave On Duty Leave Earned Leave Medical Leave

4- Proceeding out of Station: Yes No

5- Period of Leave : From-----To-----Total No. of Days-----

6- Purpose -----

7- Arrangement of Teaching Commitment /other duties.

8- Out station address and phone number, if going out

9- Arrangement for looking after day to day routine work of Institute-----
Name of Person designated -
Designation -----

Signature of Director with Date

ENDORSEMENT BY OFFICE

Available leave details:- Casual Leave :-
On Duty Leave :-
Earned Leave :-
Medical Leave :-

Office Staff

Approved
Vice Chancellor