



Sadiya College, Chapakhowa

Dist. - Tinsukia, Assam- 786157.

To,

The Principal

Sadiya College, Chapakhowa,

Tinsukia

(Through the HoD, Department of _____, Sadiya College)

Sir,

I have the honour to request you kindly to grant me leave as stated below:

1. **Name :** _____
2. **Designation:** Assistant Professor / Associate Professor
3. **Department :** _____
4. **Nature of leave:** Casual Leave/ Earned leave/ Academic Leave/ Medical Leave _____.
5. **Reason of Leave:** _____

6. **Duration of leave:** From _____ to _____
7. **No. of Days:** _____
8. **HQ (Station) Leave (if applicable):** _____ Days From _____ to _____
9. **Proposed in-charge (in case of HoD):** _____

Declaration: I will submit all documents in support of my leave within one week of my return to duty.

Date: _____

Signature of the applicant

Recommendation by Head of the Concerned Department

Recommendation : Yes / No

Date: _____

Signature of the HoD

(If recommended, the HoD must ensure that all classes allotted to the teacher on leave are managed)

For official use only

Details of leave already availed during the year 20.....

- a) Casual Leave :
- b) Earned Leave :
- c) Academic Leave :
- d) Medical Leave:
- e) Others:

Head Assistant/S.A.

Leave Granted / Not Granted

**Principal
Sadiya College**

Date: