

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. Pundibari, Dist. Cooch Behar. West Bengal

(Form of Application of Leave)

To,

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Uttar Banga Krishi Viswavidyalaya.
Pundibari, Cooch Behar.

1. Name of Applicant

(In block letters)

2. Post held

3. Department of whether

Parmanent or Temporary :

4. Nature of Leave required

5. Period of leave :

applied for From to

Total days

6. Dates prefixing / :

suffixing to leave

7. Ground on which leave

is applied for :

8. Leave address :

.....

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Encl : Joining report / Medical Certificate / any other supporting documents if any

Date-

Yours faithfully

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Sign. of applicant

Recommendation of
conrolling Officer :

(For Office Use)

Observation of leave sanction :

Leave due : Previloge / Earned leave days

Medical Leave days

Remarks, if any :

Signature

Orders of the sanctioning authority