



অসম বিশ্ববিদ্যালয় সিলচর
ASSAM UNIVERSITY SILCHAR

Application Form for CL/SCL/Duty Leave with/without Station Leave Permission

1. Name :
2. Designation :
3. Name of the Department :
4. Nature of Leave :
5. Begin Date :
6. Leave End Date :
7. Duration (days) :
8. Reason :
9. Station Leaving Permission required : Yes/No
10. Station Leave From (Date) :
11. Station Leave To (Date) :
12. Station Leave From (Place) :
13. Station Leave To (Place) :
14. Date of return from previous leave :

Date: _____ Signature of the applicant with date _____

Recommendation of the HOD

Date: _____ Signature of the HOD with date _____

Sanctioned/Not Sanctioned

Date: _____ Signature of the Dean with date _____

Note: Duty Leave should be counted inclusive of the journey period. Relevant documents should be attached with the application