

Leave Application Form (For Faculty)

To,
The Director
BRSVBP REC Basti

Subject: Application for leave

Respected Sir,
I wish to apply for leave as per following details.

Period of leave: From.....To.....

Number of Days:.....

Purpose:.....

.....

I have attached duly signed Lectures substitution/work arrangement for above mentioned period. It is requested to please approve my leave.

Name of Applicant:.....Signature:.....

Department:.....

Date:Contact Number:

.....

Co-ordinator

.....

Director

Enclosure:

Duly signed Lectures substitution/work arrangement