



**Office of the Director-cum-Principal,
Atal Bihari Vajpayee Govt. Institute of Engineering & Technology
Pragatinagar, District Shimla (HP) - 171202**

APPLICATION PROFORMA FOR CASUAL/SPECIAL/RH/COMPENSATORY/STATION LEAVE

Name of Applicant: _____

Designation: _____

Kind of leave: _____

Date(s) & No of days: _____

Prefix/suffix Gazetted holiday(s): _____

In lieu of compensatory leave (wherever applicable) dated: _____

(Please mention date of detention/duty etc. & attach order copy)

Purpose: _____

Permission to leave station Yes/No

Station Leave w.e.f. _____ to _____

Address during leave: _____

Teaching load/Duty adjustment:

Date & Time	Class (Sem./Branch)	To be engaged by	Signature

Recommended/ Not Recommended

Sign. Of Applicant _____

(HoD/OIC/Section Head)

No. of CL/Special/RH/Compensatory leave available: _____

Supdt.(Gr-1)/ SSS/ Dealing Asstt.

Approved / Not Approved

(Director-Cum-Principal)