बिरला ꢀौꢁोबिकी संꢂान, मेसरा, राची, **झारखंड** - 835 215

**BIRLA INSTITUTE OF TECHNOLOGY MESRA, RANCHI**, **JHARKHAND**

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**35 215**

अवकाश आवद~~े~~न ꢀपꢁ /**Leave Application Form**

आवेदक का नाम (Applicant’s Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ कममचारी कोड (Emp. code):\_\_\_\_\_\_\_\_\_\_\_\_

पद (Designation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ववभाग / अनुभाग (Department/Section): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

अवकाश की ꢀकृवि (Nature of Leave): \_\_\_\_\_\_\_ अवकाश की अववि (Period of Leave) From \_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_ Day’s \_\_\_\_\_\_\_\_\_

अवकाश लेनेका कारण (Reasons for applying leave):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

अवकाश केसमय का पिा (Address while on leave):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

दरूभाष संꢂया(Contact No.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ई-मेल (E-Mail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

मꢂुयालय छोड़नेकी अववि (यवद हो) (Station Leaving (If any)

Date(s) Prefix to Leave Period): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date(s) Suffix to Leave Period): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**आवेदक का हꢀताꢁर (Signature of the Applicant):**

**ददनाक (Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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संकायाꢃयꢄ (एफए) / एचओडी / अनुभाग ꢀभारी का मꢅिꢆय / अनुशंसा (**Remarks / Recommendation of Dean (FA) / HOD / Section In-charge**)

**ददनाक केसाथ हꢀताꢁर (Signature with Date):**

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अवकाश अनुभाग की विꢇपवणयां(**Remarks of Leave Section**) वि ान कैलडर वष केदौरान (During the present calendar year)

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पहलेली गई अवकाश की संꢂया (No. of leave already availed) \_\_\_\_\_\_\_ (वदन). बकाया अवकाश (days). Balance of leave) \_\_\_\_\_\_\_\_\_ (वदन) (days) as on)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**काꢃालꢃ सहाꢃक हꢀताꢁर दतदथ केसाथ (Signature with Date of Dealing Assistant):**

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अवकाश ꢉवीकृि / अꢉवीकृि (**Leave Sanctioned / Not Sanctioned**)**:**

कुलपवि / संकायाꢃयꢄ (संकाय मामले)/ कुलसवचव /(**Vice Chancellor / Dean (Faculty Affairs) / Registrar**)

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**काꢃा**

**ालꢃ उपꢃोगाथा**(**FOR OFFICE USE**)

ꢉवीकृि अवकाश पंजी म दज

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वकया गया (जहांलागूहो) (Leave sanctioned above is entered in the Leave Register (wherever applicable)

**काꢃा**

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**लꢃ सहाꢃक हꢀताꢁर दतदथ केसाथ (**अवकाश **अनुभाग) (Signature with Date of Dealing Assistant (Leave Section)**

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**ꢀवीकृदत आदेश** (**LEAVE SANCTION ORDER**)

अविकारी ꢊारा अवकाश की ꢉवीकृवि (Sanction of leave by the leave sanctioning authority for \_\_\_\_\_\_ \_\_\_\_ वदन (days of) \_\_\_\_\_\_\_\_\_\_\_\_ (leave)

अवकाश अववि (For the period from) \_\_\_\_\_\_\_\_\_\_\_\_ से(to) \_\_\_\_\_\_\_\_\_\_\_\_ एिदꢊ्ारा संबंविि आवेदक/ववभाग/अनुभाग को सूवचि वकया जािा है। (is hereby

conveyed to the concerned applicant / department / section).

**ꢄभारी**, **ꢀथापना-दशꢁण/गैर-दशꢁण** (**In-charge, Establishment – Teaching / Non – Teaching**)

