

**SARDAR PATEL UNIVERSITY, MANDI-175001**

**“Establishment Branch”**

**Application Form for Duty Leave**

1. Name.....
2. Designation.....
3. Department.....
4. Period of duty leave with dates.....
5. Reason for duty Leave.....  
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6. Supporting Document(s).....  
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7. Leave Address and period of station leave with date(s)  
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8. Teaching arrangements of classes of applicant during the period of duty leave.  
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9. Duty leave already availed during the calendar year  
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Signature of Teacher

Dated.....

Recommendations of the Chairperson/Director

Dean of Studies

Vice Chancellor

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Registrar office