

# PUNJAB INSTITUTE OF TECHNOLOGY

Near ITI Chowk, Rajpura.

(A Constituent College of Maharaja Ranjit Singh Punjab Technical University, Bathinda,  
Established by Govt. of Punjab vide Punjab Act No. 5 of 2015)

## C.Leave/R.H./Academic Leave/CPL/Station Leave/On Tour

Name: \_\_\_\_\_ Designation \_\_\_\_\_  
No. of Days \_\_\_\_\_ Leave From \_\_\_\_\_ to \_\_\_\_\_  
Station Leave \_\_\_\_\_ to \_\_\_\_\_  
Purpose \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_ (Signature of Applicant)

Total leave \_\_\_\_\_ Leave already availed \_\_\_\_\_  
Leave due \_\_\_\_\_ Leave applied for \_\_\_\_\_  
Balance \_\_\_\_\_ Recommended/Sanctioned \_\_\_\_\_  
Dated \_\_\_\_\_

Director/Registrar \_\_\_\_\_ (Head of Department)

Arrangement of Classes:

Sr.No	Date	Sem	Period	Room No.	Subject	Name of Substitute	Signature
1							
2							
3							
4							
5							
6							

(Signature of Applicant)