



YBN UNIVERSITY

Established by the Act of Government of Jharkhand Act 15, 2017
Gazette Notification No. 505, Dated 17th July 2017
As per Section 2(f) of UGC Act. 1956

LEAVE APPLICATION FORM FOR TEACHERS/OFFICERS

To
The Vice-Chancellor/Registrar/Dean/Principal
YBN University, Ranchi

(Through the Dean/Principal/HoD, School/Dept of _____ YBN
University)

Sir,
I have the honour to request you kindly to grant me leave as stated below:

1. Name :
2. Designation :
3. Department :
4. Nature of leave :
5. Reason for leave : _____
: _____
: _____
6. Duration of leave : From _____ to _____
7. No. of days :
8. Arrangement of classes(for teachers) : Yes / No
9. Proposed Incharge(in case of Head / Dean/Principal / Officers): _____

Yours faithfully

Date: _____ **Signature of the applicant**

RECOMMENDATION

1. Recommendation : Yes / No

Date: _____ **Head**

OFFICIAL USE

1. Details of leave already availed during the year 20.....
a) Duty Leave b) Special Casual Leave c) Casual Leave d) Earned Leave e) Academic Leave

Date: _____
Leave granted / Not granted
Vice-Chancellor/Registrar/Dean/Principal

Prior to taking leave of any kind /OD the class adjustment is mandatory and should be reported as follows

A. CLASS ADJUSTMENT

DATE	TIME	NAME OF THE SUBJECT WIRH CODE	NAME OF THE FACULRY TAKING THE CLASS AS SUBSTITUTE	SIGNATURE OF THE FACULTY MEMBER

B. Any OTHER ASSIGN WORK ADJUSTMENT

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SIGNATURE OF H.O.D.

Recommended/Not Recommended
Dean/ Director/Principal