

झारखण्ड केन्द्रीय विश्वविद्यालय

Central University of Jharkhand

(A Central University established by an Act of Parliament of India in 2009)

Brambe, Ranchi 835205

STATION LEAVE APPLICATION FORMAT

(during General Holidays and Vacations/Semester Breaks, etc.)

Applicant's Name & Designation	:
Department/Centre	:
Station Leave requirement	:	From to
Reason/purpose of leave:		
.....		
Address during leave	:
.....		
Charge of admin. responsibilities viz. Dean/ Head/ Coordinator/ Warden/etc. (if any) during the period of leave given with its acceptance.		
Applicant's Sign. with Date	Recommendation of HOD with Sign.	
Sign. of Estt. Assistant with remarks (if any) (For Office record purpose)	Sign. of Asst. Registrar with remarks (if any)	

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