



SINDRI COLLEGE, SINDRI

NAAC ACCREDITED - B

(A Constituent Unit of Binod Bihari Mahato Koylanchal University, Dhanbad)

DHANBAD – 828122

Effective from : 01-09-2021

Request for leave/permission to leave station.

Teaching Staff

Sl. No.		
1	Name	
2	Designation	
3	Department	
4	Purpose	
5	Nature of leave, if so	
6	When the staff proposes to leave station (Date and Time)	
7	When the staff proposes to return station (Date and Time)	
8	Total No. of Days of Leave	
9	Address during absences from the station & mobile number.	

Signature & Date

Remarks of the Section

Sanctioned

Principal

Signature & Date
HOD

.....
Dealing Assistant for record.



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DHANBAD – 828122

Effective from – 01-09-2021

Request for leave/permission to leave station.
For Non-Teaching Staff

Sl. No.	Particulars	Details
1	Name	
2	Designation	
3	Section	
4	Purpose	
5	Nature of leave, if so	
6	When the staff proposes to leave station (Date and Time)	
7	When the staff proposes to return station (Date and Time)	
8	Total No. of days of leave	
9	Address during absences from the station & mobile number.	

Signature & Date

Remarks of the Section

Sanctioned

Principal

Signature & Date
H.A

Dealing Assistant for record.