

UNIVERSITY OF NORTH BENGAL  
APPLICATION FOR LEAVE

(Form No. 4)

1. Name of the applicant :

2. Designation :

3. Department/Branch :

4. Salary :

5. Nature and period of leave  
asked for with dates :  
(Sundays/Holidays to be prefixed/  
suffixed should be indicated)

6. On what ground :

7. Address while on leave :

Dated.....200.....

Signature of the Applicant

No.....

Date.....

\*Forwarded to the Registrar's Branch for onward transmission to the Vice-Chancellor's Establishment with necessary leave admissibility report. The Leave applied for is recommended. Arrangement proposed for absentee's work is as follows.

(Signature)

Head of the Department of.....

University of North Bengal

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OFFICE REPORT

Date of return from last leave availed of.....

Nature of leave	Leave earned from joining time after availing of last leave (in days)	Leave due before last leave availed (in days)	Total leave at his/her credit (in days)
<b>Earned leave</b>			
Leave on half pay			

Certified that leave, applied for, is admissible under rule.....  
the Rules relating to the leave for the University Employees.

(Office Seal)

Dated.....200.....

.....  
Registrar/ /Asstt. Registrar  
University of North Bengal

SANCTION ORDER

**Earned** .....leave for.....days/Leave on half pay for days/Commutated  
Leave for .....days/Extra Ordinary Leave for .....days is/are granted with  
permission to prefix/suffix the holidays/vacation from .....to .....  
under Rule.....of the Rules relating to the leave for the University Employees.

.....  
Vice-Chancellor  
University of North Bengal

To  
The Assistant/Deputy Registrar  
North Bengal University

(Through the Head, Department of Computer Science & Application, North Bengal University)

Sub: **Joining Report**

Sir

I beg to inform you that I resume my duty today the ..... forenoon on expiry  
of my Earned/Privilege leave with effect from ..... to.....

Yours faithfully

Dept. of Computer Sc. & Application, NBU

To  
The Assistant/Deputy Registrar  
North Bengal University

(Through the Head, Department of Computer Science & Application, North Bengal University)

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