

Department of English & Cultural Studies
Panjab University Chandigarh

Leave Performa for SRF/JRF's

(1) Casual leave (2) Field Work (3) Maternity Leave (4) Station Leave

Name : _____

SRF/JRF : _____

Type of Leave Applied : _____

Purpose of Leave : _____

Period of Leave applied : From _____ To _____

No. of Days : _____

Suffix/Prefix, if any : _____

Leave already availed : _____

Balance Leave Status : _____

Address During Leave : _____

:

Contact Number : _____

Teaching Arrangement : _____

Date : _____

(Signature of Applicant)

Recommended by Supervisor

Sanctioning Authority