

**DAV INSTITUTE OF MANAGEMENT**  
**NH-3, NIT FARIDABAD**

(Form for Casual / Compensatory Leave)

NATURE OF LEAVE: \_\_\_\_\_

1. Name : \_\_\_\_\_
2. Department : \_\_\_\_\_
3. No. of days leave to be availed : \_\_\_\_\_
4. Date on which you have worked (in case of Compensatory) \_\_\_\_\_
5. From : \_\_\_\_\_ To \_\_\_\_\_
6. Mention address and Phone no. in case of Station Leave: \_\_\_\_\_

(Signature of the applicant)

Recommended by (Dean/HOD)

Approved By (Principal Director/ Vice Principal)

**Note:-**

- Prior information must be given to Incharge Time Table Committee
- **Station Leave** must be mentioned if it is to be availed

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