



S.M.D.R.S.D. College Pathankot  
 Affiliated to G.N.D.U. Amritsar  
 Jammu- Jalandhar Bypass, Pathankot

**FACULTY LEAVE PERFORMA**

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Designation: \_\_\_\_\_

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Leave type: Casual  Medical  Without Pay  EL

No. Of Casual leaves applied: \_\_\_\_\_ No. Of leaves: \_\_\_\_\_ Total Leaves Availed: \_\_\_\_\_ Leave Balance: \_\_\_\_\_

Date From: \_\_\_\_\_ to \_\_\_\_\_ Whether leaving station: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_ Contact No.(if Yes): \_\_\_\_\_

Address during Leave: \_\_\_\_\_

Date : \_\_\_\_\_

Place: \_\_\_\_\_ Signature \_\_\_\_\_



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