

**Himachal Pradesh University**  
**“Establishment Branch”**  
**Application Form for Duty Leave**

1. Name.....
2. Designation.....
3. Department.....
4. Period of duty leave with dates.....
5. Reason for duty Leave.....  
.....
6. Supporting Document(s).....  
.....
7. Leave Address and period of station leave with date(s)  
.....  
.....
8. Teaching arrangements of classes of applicant during the period of duty leave.  
.....  
.....
9. Duty leave already availed during the calendar year  
.....  
.....

Signature of Teacher

Dated.....

Recommendations of the Chairperson/Director

Dean of Studies