

Himachal Pradesh University
(NAAC Accredited "A" Grade University)
"Establishment Branch"
Duty Leave Form

1. Name.....
2. Designation.....
3. Department.....
4. Period of Duty Leave with dates.....
5. Reason for Duty Leave.....
6. Supporting Document (s) to be attached.....
7. Date of Departure.....
8. Date of Arrival.....
9. Address of Leave Period.....
.....Contact. No.....
10. Teaching Arrangements of the class during the Period of Duty Leave.
.....
11. Duty Leave Already Availed during the Calendar Year.....

Dated.....

Signature of Teacher.....

Place.....

Recommended/ Not Recommended.....

Chairperson/Director/Principal

Dean of Studies