

## UNIVERSITY OF NORTH BENGAL

## APPLICATION FOR LEAVE

1. Name of the applicant :
2. Designation :
3. Department/Branch :
4. Salary :
5. Nature and period of leave asked for with dates :  
(Saturday/Sunday/Holidays to be prefixed/suffixed should be indicated)
6. On what ground :
7. Address while on leave :

Dated.....200....

Signature of the Applicant

No.....

Date.....

\*Forwarded to the Registrar's Branch for onward transmission to the Vice-Chancellor's Establishment/Registrar's Establishment with necessary leave admissibility report. The Leave applied for is recommended. Arrangement proposed for absentee's work is as follows.

Date.....200....

(Signature)  
Head of the Department of

University of North Bengal

(Office Seal)

**Sub: Joining Report**

I have the honour to inform you that I have joined my duties today fore noon of .....  
after availing of ..... day / days Earned Leave / HPL / EOL on / w.e.f. ....  
to .....

So, I request you kindly accept my joining report and oblige.

Yours faithfully,

Registrar's Branch  
N.B.U.

To  
The Registrar/Deputy Registrar/Assistant Registrar,  
Office of the Registrar,  
University of North Bengal

Sir,

**OFFICE REPORT**

Date of return from last leave availed of.....

Nature of leave	Leave earned from joining time after availing of last leave (in days)	Leave due before last leave availed (in days)	Total leave at his/her credit (in days)
Earned leave			
Leave on half pay			

Certified that leave, applied for, is admissible under Rule.....  
the Rules relating to the leave for the University Employees.

Dated.....200.....  
(Office Seal)

Registrar/Dy. Registrar/Asstt. Registrar  
University of North Bengal

**SANCTION ORDER**

Earned leave for.....days/Leave on half pay for..... days/Commuted  
Leave for .....days/Extra Ordinary Leave for .....days is/are granted with  
permission to prefix/suffix the holidays/vacation on/from .....to .....  
under Rule.....of the Rules relating to the leave for the University Employees.

Vice-Chancellor/Registrar  
University of North Bengal