

BHARATI COLLEGE

(UNIVERSITY OF DELHI)
C-4, JANAK PURI, NEW DELHI-110058

APPLICATION FOR ACADEMIC LEAVE / DUTY LEAVE

(Tick on Leave Type (✓))

Date: _____

Name: Dr. /Mr. /Mrs. /Ms. _____

Designation: _____ Department _____

Duration: For/From _____ to _____ Day(s) _____

Dates (Prefix and Suffix): _____

Training: Programme/Seminar/Conference/Examination related work/Academic
Topic/Description _____

Organiser : _____

Venue : _____

Whether application was forwarded by the College Yes/No (✓ any one)
Photocopy of Invitation/Information of the Event/Programme attached

Note: Documentary evidence of the event to be attached at the time of joining

Signature of the Employee

Sanctioned/Not Sanctioned
Principal

Forwarded
TIC Deptt.

(OFFICE USE ONLY)

Date: _____

Academic /Duty Leave to be considered: From _____ to _____

No. of Days (s) : _____

REMARKS : _____

Principal

A.O.

Section Officer (Admin.)

Dealing Asstt.