



भारतीय समुद्री विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय, भारत सरकार)
कोलकाता परिसर

INDIAN MARITIME UNIVERSITY
(A Central University, Govt. of India)
KOLKATA CAMPUS
P-19, Taratala Road, Kolkata - 700088



पी-१९, तारातला रोड, कोलकाता - ७०००८८
आईएमयू-केसी/ईएसटी/एलएपीपी/०३/२०xx-१

IMU-KC/EST/LAPP/03/20xx-1

अवकाश आवेदन/ LEAVE APPLICATION

Employee Name: _____ Employee Code: _____

Designation: _____ Mobile No.: _____

Type of Leave: ☐ Earned Leave ☐ Half Pay Leave ☐ Sick Leave / Commuted Leave ☐ Restricted Holiday ☐ Casual Leave ☐ Compensatory Leave

Duration of Leave & No. of Days: _____

Prefix (Holidays): _____ Suffix (Holidays): _____

In Lieu of (for Compensatory Leave): _____
(attach proof of authorisation)

Reason for availing Leave: _____

Outstation Leave: ☐ YES ☐ NO Emergency Contact details (If Yes): _____

दिनांक/ Date: _____

आवेदक के हस्ताक्षर/ Signature of Applicant

नियंत्रक प्राधिकारी/ CONTROLLING AUTHORITY

☐ Recommended ☐ Not Recommended

Remarks: _____

दिनांक/ Date: _____

नियंत्रक प्राधिकारी के हस्ताक्षर/ Signature of Controlling Authority

स्थापना अनुभाग/ ESTABLISHMENT SECTION

Leave at Credit as on (date) _____

TYPE OF LEAVE	NO. OF DAYS	Remarks: _____
Earned Leave		_____
Half Pay Leave		_____
Sick Leave		_____
Casual Leave		_____
Restricted Holiday		_____

संबंधित सहायक के हस्ताक्षर/ Signature Of Dealing Hand

स्वीकृतिदाता प्राधिकारी/ SANCTIONING AUTHORITY

☐ Sanctioned ☐ Not Sanctioned

Remarks: _____

दिनांक/ Date: _____

स्वीकृतिदाता प्राधिकारी के हस्ताक्षर/ Signature Of Sanctioning Authority