



Shri Ramswaroop Memorial College of Engineering & Management

Tewariganj, Faizabad Road, Lucknow – 226028

ERP ID: E000000_ _ _ _

SRMCEM/HR/DL/F/03

LEAVE APPLICATION **(Only for Duty Leave, except FDP)**

Name: Date of Joining: / / 20.....

Duration: From To Total No. of Days: (Full/Half day)

Brief Reason for Duty Leave: (please attach Supporting Documents)

.....
.....
.....

Date of Application:/...../20.....

Signature of Applicant

Comments of HOD/AD:

.....
.....

Signature with Date

***Note:** For those Faculty / Non-Faculty members who have direct reporting to the Associate Director (Admin & IQAC)/Director, no comments will be required. However, verbal approval of the Associate Director (Admin & IQAC)/Director would be obtained and the form will be submitted to HR Office directly.

Comments of HR Office:

Semester	Total No. of duty leave availed	Balance duty leave to be availed
Odd (Jul - Dec)		
Even (Jan - Jun)		

Comments of Associate Director (Admin & IQAC):

.....
.....

Signature with Date

Director