



**GURUCHARAN UNIVERSITY**

**SILCHAR, CACHAR : ASSAM**

গুরুচরণ বিশ্ববিদ্যালয়

শিলচর, কাছাড় : অসম

A State University established by upgrading Gurucharan College under Assam Act No. LVII of 2023

Dated

**Application Form for CL/SCL/Duty Leave with/without Station Leave  
Permission**

1	Name	
2	Designation	
3	Name of the Department	
4	Nature of Leave	
5	Begin Date	
6	Leave End Date	
7	Duration (days)	
8	Reason	
9	Station Leaving Permission required	Yes/No
10	Station Leave From (Date)	
11	Station Leave To (Date)	
12	Station Leave From (Place)	
13	Station Leave To (Place)	
14	Date of return from previous leave	

Date:

Signature of the applicant with date

Recommendation of the HOD:

Signature of the HOD with date

Date:

Sanctioned/Not Sanctioned

Date:

Signature of the Vice Chancellor  
with date

Note: Duty Leave should be counted inclusive of the journey period. Relevant documents should be attached with the application