

Date: \_\_\_\_\_

**DAV INSTITUTE OF MANAGEMENT**  
**NH-3, NIT FARIDABAD**  
**COMPENSATORY OFF**

1. Name : \_\_\_\_\_
2. Contact no. : \_\_\_\_\_
3. Worked on date : \_\_\_\_\_ Reason : \_\_\_\_\_
4. Leave to be taken on : \_\_\_\_\_
5. Reason for leave : \_\_\_\_\_
6. Arrangement for duty in your absence : \_\_\_\_\_
7. Have you handed over charge of important documents and cash etc. for the period of absence : \_\_\_\_\_
8. Recommendations of the Concerned Program Director / H.O.D :  
\_\_\_\_\_

**Dr. Neelam Gulati**  
**Principal (Off.)**

**Signature of the applicant**