

APPLICATION FOR STUDY LEAVE

Part – A (To be filled by employee)

Name : Employee No.
Designation: Department :
Date of Joining:
Qualification already acquired :

Part – B

Name of Course/Qualification:
Name of Institute/University:
Duration of Course:
Recognised by:
Specialised subject of course:
Date of Commencement of Course:
Expected date of Completion of Course:
Result to be declared by (Month/Date):
In what way the course is useful for the Corporation:
Period of Study Leave :
Whether would you like to avail HPL/EL in your credit:

I hereby confirm that the information furnished above are true to the best of my knowledge. I will not claim any financial benefit during the leave period from SJVNL. I also hereby undertake to abide by the study leave rules of SJVNL and amendment from time to time.

Signature of Applicant

Part – C (For Recommendations by Head of Department with Justification).

Name of HOD.....
Designation).....

Part – D (For Concerned P & A Department).

The details in respect of Shri/Smt, Emp.No. ,as per our record, are as under :

- 1. Qualification :**
- 2. HPL in credit :**
- 3. EL in credit :**
- 4. Outstanding Loans :**

(Signature of Head of Personnel)

Part – E (For Head of Project/Concerned Director)

It is hereby recommended that Shri/Smt. Emp.No. may be relieved for the period from to for Study Leave and no additional manpower is required in place of him/her.

(Signature of Head of Project/Director)

Part – F (Head of Corporate P&A)

Signature
