

RUNGTA GROUP OF INSTITUTIONS

UN PLANNED LEAVE APPLICATION



Emp. Id : Employee Name

Designation Dept. Institute

Leave fromleave to Date of Application

Type of Unplanned Activity : Missed Punch / Late Entry / Early Exit / Unplanned Leave

Unplanned Leave Type :	1/2CL	CL	ML	C.OFF	EL	OL	SL	OD	LWP	If Short Break :
										Out time : In Time :
										Duration :

Reason of Leave :

Reason of being :
 unplanned

Informed to Reporting Authority / HOD : YES / NO

Reporting Authority / HOD Signature Staff Signature

DATA FROM PRINCIPAL SECRETARIAT

Type	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Missed Punch												
Late Entry												
Early Exit												
Unplanned Leave												

SANCTIONING AUTHORITY

APPROVED : YES / NO

IF YES, REMARKS :

Missed Punch / Late Entry / Early Exit Regularized to

Normal Day	Short Break	½ Day	Full Day

Un planned Leave Regularized to

Unplanned	CL	ML	C.Off	EL	OL	SL	OD	LWP

Signature :

HR DEPARTMENT

Signature :