

# DEPARTMENT OF BIOTECHNOLOGY

## NO DUES SLIP

Certified that nothing is due against Mr./Ms. \_\_\_\_\_

\_\_\_\_\_, Department of Biotechnology, Guru Nanak

Dev University, Amritsar :

1. Departmental Library \_\_\_\_\_
2. Lab Incharge \_\_\_\_\_
3. Account Branch \_\_\_\_\_
4. Hostel \_\_\_\_\_
5. Main Library \_\_\_\_\_
6. Store \_\_\_\_\_
7. Office \_\_\_\_\_
8. Project Guide \_\_\_\_\_
9. DISC \_\_\_\_\_
10. Dean, Alumni \_\_\_\_\_
11. Security Office \_\_\_\_\_

**Head**

# Guru Nanak Dev University, Amritsar

## Leave Application Form

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Nature of Leave : Casual / RH / Compensatory / Station / Duty/  
P. Leave /Medical Leave / Special Casual  
Leave
4. Purpose of Leave : \_\_\_\_\_
5. No. of Days : \_\_\_\_\_
6. Date(s) : \_\_\_\_\_
7. If Leaving Station, contact No. : \_\_\_\_\_

Signature of Applicant  
Dated: \_\_\_\_\_

Head, Department of Biotechnology

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### For Office Use Only

1. Leave Due : \_\_\_\_\_
2. Leave Applied For : \_\_\_\_\_
3. Balance Leave : \_\_\_\_\_

For Office Incharge  
Dated: \_\_\_\_\_