

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

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

**SHORTLEAVE (Personal)**

Name of the employee : \_\_\_\_\_ Designation: \_\_\_\_\_

Department : \_\_\_\_\_

Short Leave Date: \_\_\_\_\_ Time from : \_\_\_\_\_ to \_\_\_\_\_

(Signature of the applicant)

**Dr. Ritu Gandhi Arora**  
**(Officiating Principal)**

**(Dean/HOD)**

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

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

**SHORTLEAVE (Personal)**

Name of the employee : \_\_\_\_\_ Designation: \_\_\_\_\_

Department : \_\_\_\_\_

Short Leave Date: \_\_\_\_\_ Time from : \_\_\_\_\_ to \_\_\_\_\_

(Signature of the applicant)

**Dr. Ritu Gandhi Arora**  
**(Officiating Principal)**

**(Dean/HOD)**