

Office of the Registrar
Krishna Kanta Handiqui State Open University
Head Office: Patgaon :: Rani :: Guwahati – 17
City Office: NH-37 :: Resham Nagar :: Khanapara :: Guwahati-22

To
The Registrar
KKHSOU

DUTY LEAVE APPLICATION

Name :

Designation :

Discipline/School of Studies/
Branch :

No. of Days Leave Applied :
for with date

Purpose of Leave :

.....

.....

.....

Date:

Signature

As per request of duty leave
for above said days has been granted.

Date:

Registrar

Note:

- **Letter of communication for which leave applied for must be attached with the application.**

Copy to-

1. Secretary (i/c) to the Vice Chancellor
2. Finance Officer
3. Person Concerned
4. Personal File