



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

Leave Application for Employee

1. Name of Employee:
2. Designation:
3. Centre / Section / Cell:
4. School / University Head Office:
5. Nature of Leave: Earned Leave Half-Pay Leave Commuted Leave
Casual Leave Other If so, please specify.....
6. Period of Leave: From To No. of Days.....
Prefix of Holiday:, and Or Suffix of Holiday:
7. Purpose of Leave:
8. Address while on Leave:
9. Whether permission to Leave Head - Quarter is required? Yes No
10. Name and Designation of the employee to whom the charge is given.....
.....
11. Whether the Employee wants to avail LTC during the Leave:
- If so, the Leave Address and Contact details may be mentioned:
-
12. The balance of Leave: Days.

Dated:

(Recommended / Not-recommended)

Signature of Employee

(Recommending Officer)

(Sanctioning Officer)

(For Office Use Only)

The Leave applied is admissible/not admissible. After availing of the above Leave, the number of Leave to the credit of the Employee is.....

Dealing Asstt.(HR)

S.O.(Admn.)

AR (Admn/HR)

DR (Admn/HR)

Registrar