



GURUGRAMUNIVERSITYGURUGRAM

(State University Established by Haryana Act-17 of 2017)

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PROFORMA FOR APPROVAL OF THE LEAVE

1. Name: _____
2. Designation: _____
3. Department: _____
4. Date & Duration: _____
5. Application received on: _____
6. Purpose for Leave: _____
7. Whether station leave is also required Yes/No
(From _____ to _____)
8. Relevant document attached: Yes/No
9. Total _____ Leave entitled: _____
10. Already availed: _____
11. No. of leave required: _____
12. Recommendation by the Chairperson: Yes/No
13. Remarks/Report, if any: _____

Clerk/Steno-Typist

AR (Estt.)

DR (Estt.)

Submitted for kind consideration and approval of the Competent Authority.

Competent Authority