

GURUGRAM UNIVERSITY, GURUGRAM
(Established by the State Legislature Act 17 of 2017)



APPLICATION FORM

FOR (CASUAL /R.H./ACADEMIC/COMPENSATORY/STATION/DUTY /EARNED) LEAVE

1. Name of the applicant _____
2. Designation _____
3. Deptt./Branch _____
4. Date & Duration _____
5. Purpose for leave _____
(Invitation/Assignment Letter in case of Academic/Duty/ Leave etc. be attached)
6. Whether station leave is also required Yes/No
7. Address during leave (From _____ to _____)

8. Charge assigned during leave period
(In case of Chairperson/Branch Incharge) _____

Signature of the applicant

Recommendation (if applicable)

Signature whom the Charge assigned to

CERTIFICATE OF AVAILABILITY OF LEAVE

(To be given by the officer maintaining the leave record)

CL RH CPL AL EL

1. Leave already availed _____
2. Leave required (No. of Leave applied) _____
3. Balance after deduction of Leave _____
4. Page No. of the Register where entered _____

Signature of the official maintaining leave register

Orders of the Sanctioning Authority

Sanctioned/Not Sanctioned

Signature of the Sanctioning Authority