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Indira Gandhi University
Meerpur-Rewari

Sub : Application for Earned Leave (Other than Casual Leave)

1. Name of the Applicant :
2. Post Held :
3. Leave Rules Application :
4. Dept. /Office and Section :
5. Pay :
6. House Rent Allowance conveyance allowance or other compensatory allowance drawn in the present cost :
7. Nature of leave applied for :
8. Period of leave applied for and date from which required : From to
Total days
9. Sunday and Holidays if any proposed to be prefixed/suffixed to leave :
10. Ground on which leave is applied for :
11. Date of return from last leave and the nature and period of that leave :
12. Address during leave period :

Note: The application for leave should be sent atleast 7 days before the date from which the leave is applied for.

Dated: _____

(Signature of applicant)

Allowed/ Not Allowed
(upto 30 days by HOD/Branch Head)

Signature
HOD/Branch Head