



# 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: .....

Signature of Employee

(Recommended / Not-recommended)

(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.)

Deputy Registrar (Admn/HR)

Registrar