





# 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)

10. Address while on Leave: .....

11. Name and Designation of the Employee to whom the charge is given.....

.....

12. Details of last availed Special Casual Leave: From ..... To .....

No. of Days.....

13. The balance of Leave is ..... Days.

### Note:

1. In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where such conference / activity takes place and holidays / Sundays falling within the period of Special Casual Leave will be excluded.
2. Faculty member should not leave station till the order sanctioning leave has been issued.

Signature of Dean

Dated: .....

Vice-Chancellor

(Sanctioning Officer)

(For Office Use Only)

The Special Casual Leave applied for is admissible. After availing of the above leave, the number of Special Casual Leave to the credit of the teacher is .....

Dealing Asstt.(HR)

Deputy Registrar (Admn/HR)

Registrar