



चौधरी रणबीर सिंह विश्वविद्यालय, जिन्द
Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)



APPLICATION FOR LEAVE

Ref. No.

Date:

1. Name of the Applicant:

2. Designation:

3. Department:

4. Period of Leave: To Total.....Days

5. Nature of Leave: (with a request for station leave, if leaving the HQ)

.....

6. Purpose of Leave:

7. Address during leave-period:.....

.....

Telephone No..... E-Mail:

8. Name of substitute during Leave: Telephone No.....

9. Signature of Substitute:.....

Signature of Applicant

For Office Processing

1. Balance available concerning the nature of leave applied fordays

2. Leave as required at S. No. 4 may be sanctioned.

3. Leave only from to Total..... days sanctioned

4. Leave applied is not granted on exigency of work

Dealing Assistant

HOD / Dean /

Registrar

Vice-Chancellor