

izi= lañ&2

 **vodk”k ds fy, vkosnu i=@application for leave**

**foHkkx@Ldwy@dk;kZy;@ Department/School/Office ...........................................................**

**Hkkx&d@Part-A**

1. deZpkjh la[;k@ Employee No. : .....................................................
2. vkosnd dk uke@ Name of the Applicant :......................................................
3. in@ Designation : ......................................................
4. vodk”k dk izdkj@ Nature of leave : ......................................................
5. vodk”k dk mn~ns”;@ Purpose of leave : ......................................................
6. vodk”k dh vof/k@ Period of leave required : ls From.......................rd to.........

 (dqy Total .......................... fnu Days)

1. iwoZ esa@ckn esa vodk”k dk fooj.k ¼;fn dksbZ gkas½ : iwoZ esa Prefix-ls From........rd to.........

Details of Prefix/Suffix :ckn esa Suffix-ls From..........rd to.........

8. LVs”ku vodk”k ¼;fn vko”;d gks½ : ls From......................rd to……………

 Station leave permission (if required)

9. vodk”k dh vof/k esa irk o eksckbZy uñ : ...................................................................

 Address during leave with Mob No.

10. vodk”k dh vof/k esa dk;ZHkkj ysus okys O;fDr dk : ...............................................................

 uke] gLrk{kj o fRkfFk

 Person taking charge during leave (Name, Signature & date)

11. d{kkdk;Z o vU; dk;Z ds fy, O;oLFkk

 Arrangement for Class work/work : ....................................................................

12. vkosnd ds gLrk{kj fnukad lfgr

Signature of the applicant with date : .....................................................................

**Hkkx&[k@** **Part-B**

13. foHkkxk/;{k@Ldwy@ leUo;d@bdkbZ izHkkjh dh vxzlkfjr fVII.kh@laLrqfrA

Forwarding Note/Recommendation of the Head of the Department/Coordinator of the School/In charge of the Unit.

14. ;fn laLrqfr ugha dh x;h gS rks mldk dkj.k crk,aA

 If not recommended, reason(s) may be mentioned

foHkkxk/;{k@Ldwy@leUo;d@bdkbZ izHkkjh ds gLrk{kj

 Signature of Head of the Department/Coordinator of the School/In charge of the Unit.

**Hkkx&x@ Part-C**

15. Øe la[;k 4 o 6 esa izLrkfor vodk”k Lohd`r fd;k x;kA

 Leave as proposed at Sl No. 4 & 6 is sanctioned

16. vodk”k LohÑr…………………………ls………………rd A

 Leave is sanctioned from………………to…………………..

17. vkosfnr vodk”k Lohd`r ugha fd;k x;k ftldk dkj.k fuEu gSA

 Leave applied for is not granted (Reason(s) is/are to be mentioned)

**Lohd`fr izkf/kdkjh ds gLRkk{kj**

Signature of Sanctioning Authority