To

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 Indira Gandhi University

Meerpur-Rewari

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

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| --- | --- | --- | --- |
| 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