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| **Indira Gandhi University Meerpur-Rewari** | D:\new logo 1.jpg | **इंदिरा गाँधी विश्वविद्यालय**  **मीरपुर-रेवाड़ी** |

(A State University Established under Haryana Act No. 29 of 2013)

Recognized u/s 12 (b) & 2(f) of UGC Act, 1956

**APPLICATION FOR CASUAL LEAVE / RESTRICTED HOLIDAY / COMPENSATORY LEAVE**

1. Name of the Applicant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Deptt./Branch : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Date and Duration : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Purpose for which leave is applied for : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Whether sanction to leave the station also required : Yes / No

Signature of the Applicant

**CERTIFICATE OF AVAILABILITY OF LEAVE**

(To be given by the official maintaining the leave record)

Leave Already Availed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Leave Applied for : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page No. of the Register where entered : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the Official Maintaining Leave Register**

Sanction of Recommendatory Authority

(Where applicable)

Orders of the Sanctioning Authority