

UNIVERSITY OF ALLAHABAD

APPLICATION FOR LEAVE

P. File No.....

1. Name..... Deptt: CCE/IPS Faculty: Science
2. Period of Leave applied for: From..... to No. of days.....
3. Nature of Leave applied for:.....
4. Grounds on which leave is desired.....
5. Address during leave:
(if going out of station)
6. Whether in continuation of any
Previous leave sanctioned.....
7. Arrangement made for
responsibilities during absence.....

Date:.....

Signature

Note: It is advisable that outstation leave should be sanctioned before it is availed.

For leaves where sanction prior to availing is not mandatory the leave application must reach the office within 24 hrs of joining duty or 72 hrs from the day of absence whichever is earlier. It is requested that leave application should be given in advance as far as possible.

Date of Receipt Remark, if any		Data of Receipt
Forwarding Authority	Sanctioning Authority	Registrar's Office for records

Head of the Department of Teachers

Dean for HOD

V.C. for Deans

Note: A copy to be filled in HOD Office.