OPJS UNIVERSITY

Churu, Rajasthan

**Leave Application**

NAME : VIKAS BHARDWAJ DESIGNATION : LIBRARIAN

DEPARTMENT :LIBRARY SCIENCE NATURE OF LEAVE : CL

DURATION : TWO DAYS Date : 22, 24.06.2019

REASON FOR LEAVE : OUT OF STATION

ADDRESS : VESHNO DEVI

Date of Submission of Application :20/06/2019 Sign. of Applicant

During my absence, my classes/work will be looked after by:

Name : SURESH KUMAR Signature

Forwarded by: Approved / Not Approved

VB Registrar Office VB



OPJS UNIVERSITY

Churu, Rajasthan

**Leave Application**

NAME : DESIGNATION :

DEPARTMENT : NATURE OF LEAVE : CL/ML/AL/EL/ODL/OD

DURATION : Date :

REASON FOR LEAVE :

ADDRESS :

Date of Submission of Application : Sign. of Applicant

During my absence, my classes/work will be looked after by:

Name : Signature

Forwarded by: Approved / Not Approved

VB Registrar Office VB

SVS Group of Institutions

Shahji Vishnu Swarup Educational Village

Ganga Nahar, Hastinapur Road, Mawana, Meerut-250 401

Leave Application

NAME DESIGNATION : :

DEPARTMENT NATURE OF LEAVE : :

DURATION REASON FOR LEAVE: :

ADDRESS WITH TELEPNONE :

NUMBER WHILST ON LEAVE :

Date of Submission of Application Sign. of Applicant

During my absence, my classes/work will be looked after by:

Name : Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved / Not Approved Forwarded by:

Principal Accounts

For the use of HRD

Number of leaves to his credit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of leaves requested : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Request slip for News Papers

News paper …………………

Date ………………………..

Qty …………………………

Name ……………………..

Dep. ………………………

Sig.