



LEAVE APPLICATION FOR NON TEACHING STAFF

(Casual Leave / Compensatory Off)

1.	Name of Applicant	
2.	Post Held	
3.	Department/ Section	
4.	Period of leave applied for and date from which required	
5.	Sundays and Holidays, if any proposed To be prefixed / suffixed to leave	
6.	Reason for Leave	
7.	Address during leave period	
8.	Charge Handover to during leave Period	Signature for Concern Person

Signature of Applicant
(With Date)

Recommendation of the HOD / OSD

Signature of Registrar
(With Date)