



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 of Applicant
(With Date)

Recommendation of the HOD / OSD

Signature of Registrar
(With Date)