

**JUBILEE HALL
UNIVERSITY OF DELHI
DELHI-110007**

LEAVE APPLICATION

1. Name of the Applicant:.....
2. Post Held: Section : JUBILEE HALL, UNIVERSITY OF DELHI, DELHI-7
3. Nature of Leave applied for:.....(Casual/ Compensatory/RH/Earned/Medical/ Festival)
4. Ground on which leave applied for.....
5. Period of leave: **From**..... **to**..... No. of Days.....
6. Sunday and holidays, if any supposed to be prefixed/suffixed to leave.....
7. Address during the leave.....

(SIGNATURE)

Date:.....

Recommendation of Office In-charge

8. As per record..... days Casual/Compensatory/RH/Earned/Medical/Festival leaves are due as on
9. After debiting the above leave, balance of days leave is available at his credit.
10. The Casual/Compensatory/RH/Earned/Medical/Festival leaves for..... days, from to may please be considered and sanctioned.
11. Since no Casual/Compensatory/RH/Earned/Medical/Festival OR any other kind of leave(s) is due at the credit of above named employee therefore leave without pay (EOL with loss of pay) may be considered and sanctioned for days i.e. from to

DEALING ASSTT.

SECTION OFFICER

RESIDENT TUTOR

WARDEN

PROVOST