दक्षिण बिहार केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF SOUTH BIHAR
SH-7, Gaya-Panchanpur Road, Village : Karhara, Post : Fatehpur,
P.S. : Tekari, Gaya - 824236 (Bihar)

LEAVE APPLICATION FORM

1. Name of the Applicant .....
2. Designation .....
3. Dept./Centre/Section .....
4. Period of Leave applied for : from ..... to ..... (Total leave days .....)
5. Nature of Leave applied for : CL / EL / HPL / CCL / RH / Duty Leave / Academic Leave/ Maternity Leave / Paternity Leave (Please tick which is applicable)
6. Station leaving, if applicable : from ..... to .....
7. Reason for Leave .....
8. Address during Leave .....
   ..... Contact No .....
9. Saturday/Sunday/any holidays, if any supposed to be prefixed /suffixed to leave .....
   .....
10. Alternate arrangements for responsibility during absence .....

Date: ..... (Signature of alternate person) Signature of Applicant

Recommendation of the HOD/Head(I/C)/Sanction Head with arrangement of substitution .....
.....

** Sickness/Illness Certificate attached : Yes/No

HOD/ Head(I/C)/Section Head

Registrar

For Use at Establishment Section

i. ..... Days EL/HPL/Commuted Leave/CCL due as on .....

ii. After deduction of above Leave, ... days are available at credit of the applicant.

iii. The EL/Commuted Leave/HPL/CCL/EOL for ..... days from ..... to ..... may please be considered and sanctioned.

Dealing Asstt. **Asstt. Registrar** **Dy. Registrar**

Recommended / Not recommended Sanctioned / Not sanctioned

Registrar **Registrar /Vice-Chancellor**