



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 of Establishment Section

1. Days EL/HPL/Commuted Leave/CCL due as on
2. After deduction of above Leave, days are available at credit of the applicant.
3. 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