



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
KASHMERE GATE, DELHI – 110 006**

APPLICATION FOR CASUAL LEAVE

1. Name of the official/ officer
2. Designation
3. School/ Branch of posting
4. Date and duration of leave
5. Purpose for which leave is applied for
6. Sanction for leave the station required Yes/ No

Signature of the Officer/ Official

CERTIFICATE OF AVAILABILITY OF LEAVE

(To be given by the officer maintaining the Casual Leave record)

- Leave already availed :
- Balance due :
- Number of leave applied for :

Sanction of Recommendatory Authority
(Where applicable)

Signature of the officer maintaining C/L Register

Orders of the Sanctioning Authority : Sanctioned/ Not Sanctioned

Signature of the Sanctioning Authority