

**APPLICABLE FOR ALL EMPLOYEES,  
TEACHING AND NON-TEACHING**

**Form – IV**



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
KASHMERE GATE, DELHI - 110006**

**APPLICATION FOR LEAVE / FOR EXTENSION OF LEAVE  
(E.O.L./ STUDY LEAVE/ SUBBATICAL LEAVE/ LEAVE NOT DUE)**

1. Name of applicant
2. Designation with pay scale
3. School/ Branch of Posting
4. Nature of leave applied for
5. Period of leave applied for  
(with total number of days)
6. Sunday/ Sunday and other holidays, if any,  
proposed to be prefixed/ suffixed to leave
7. Vacation required to be prefixed/ suffixed
8. Purpose for which leave is applied for  
(Attach documents wherever necessary)
9. Address during leave period
10. Remarks and/or recommendation of the  
Dean/Head of the School/ Branch Officer concerned

Signature of Applicant  
(with date)

Signature (with date)  
Designation