



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A' GRADE' NAAC Accredited

APPLICATION FOR CASUAL LEAVE/R.H./COMPENSATORY LEAVE

1. Name of the applicant : _____
2. Designation : _____
3. Deptt./Branch : _____
4. Date and duration : _____
5. Purposed for which leave is applied for : _____
6. Where sanction to leave the station also required: Yes/No

Signature of the applicant

CERTIFICATE OF AVAILABILTY OF LEAVE

(To be given by the officer maintaining the leave record)

	CL	CPL
Leave Already availed	:	_____
Balance Due	:	_____
Number of leave applied for	:	_____
Page No. of the Register where entered	:	_____

Sanction of Recommendatory Authority
(Where applicable)

Signature of the officer maintaining leave register

Orders of the Sanctioning Authority :
(Sanctioned/Not Sanctioned)

Signature of the Sanctioning Authority