

V.B.S. PURVANCHAL UNIVERSITY, JAUNPUR (U.P.)

APPLICATION FOR LEAVE

Ref. No.

Date:

1. Name of the Applicant:
2. Designation:
3. Department:
4. Period of Leave: To Total.....Days
5. Nature of Leave: (with a request for station leave, if leaving the HQ)
.....
6. Purpose of Leave:
7. Address during leave-period:.....
.....
Telephone No.....E-Mail:
8. Name of substitute during Leave: Telephone No.....
9. Signature of Substitute:.....

Signature of Applicant

For Office Processing

1. Balance available concerning the nature of leave applied fordays
2. Leave as required at S.No. 4 may be sanctioned.
3. Leave only from toTotal..... days sanctioned
4. Leave applied is not granted on exigency of work

Dealing Assistant

HOD

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Registrar

Vice-Chancellor

V.B.S. PURVANCHAL UNIVERSITY, JAUNPUR (U.P.)
APPLICATION FOR CASUAL LEAVE

Ref. No.

Date:

10. Name of the Applicant:

11. Designation:

12. Department:

13. Period of Leave: To Total.....Days

(with a request for station leave if leaving the HQ.)

14. Purpose of Leave (urgent/personal work/or other reasons may be given):

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15. Address during leave-period:.....

.....

Telephone No.....E-Mail:

16. Name of substitute during Leave (if any): Telephone No.....

17. Signature of Substitute (if available):.....

Signature of Applicant

For Office (Department) Processing

5. Balance available concerning the nature of leave applied fordays

6. Leave as required at S.No. 4 may be sanctioned.

7. Leave only from toTotal..... days sanctioned

8. Leave if not granted (give reasons).....

Dealing Assistant

HOD

CC: To PS to Vice-Chancellor (as per the need)