

Gautam Buddha University
Greater Noida, Gautam Budh Nagar, Uttar Pradesh

APPLICATION FOR DUTY LEAVE / ACADEMIC LEAVE

Name :

Designation :

Extra Assignment (if any) :

Department/ School :

Duration of Leave : From.....to.....(Total Days.....)

Reason :

(Proof must be attached) :

Date and Time for leaving the station :

Date of joining after availing the leave :

Address during leave period with mobile number :

Academic Leave taken during current Calendar year :

For my Academic / Administrative assignments (if any) during the leave period, I have made the following alternate arrangements:

1.....

2.....

Signature with date

Name of the applicant.....

Forwarded by HOD

(Signature & Seal of the HOD)

Recommended by Dean/Dean In-Charge

(Signature & Seal of the Dean/Dean In-Charge)

Approved /Not Approved

Hon'ble Vice Chancellor

NOTE:-

1. Please follow the office order no: GBU-002/प्रशा/2.1/2019-4784 dated: 06.11.2019 issued regarding availing the Academic leave or Duty leave.
2. The Honorable Vice-Chancellor will approve all faculty members' Duty leave and Academic Leave.
2. Attached a copy of the letter or order issued by GBU for avail **duty leave**.
3. For the **academic leave** attach a copy of the invitation letter or order you received.