

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

APPLICATION FORM FOR
CASUAL LEAVE/RESTRICTED HOLIDAY/STATION LEAVE (Only for Faculty Members)

Name	:	
Designation	:	
Name of School & Department	:	
Extra Assignment (if any)	:	
Type of Leave	:	
Duration of Leave	:	
Reason	:	
Date and time of leaving the station	:	
Date of Joining after availing leave	:	
Address during leave period & Mobile No.	:	
For my Academic / Administrative assignments (if any) during the leave period, I have made the following alternate arrangements: 1..... 2.....		
Signature of applicant:-.....		Date:.....
Leave Taken.....		Leave Balance:.....
		(Signature of Office Staff)
Forwarded by Head of the Department		
(Signature & Seal of the HOD)		
Approved /Not Approved		
(Sanctioning Authority)		
NOTE: 1. C.L/R.H./Station Leave of Dean, Dean (I/C), Chief Warden, Wardens will be sanctioned by the Hon'ble Vice-Chancellor. 2. C.L/R.H./Station Leave of all the faculty members will be sanctioned by the concerned School Dean/Dean (I/C).		