

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

APPLICATION FORM FOR VACATION LEAVE (SUMMER/WINTER)

Name of Faculty	:	
Designation	:	
Extra Assignment (if any)		
Name of the Department and School	:	
Type of Vacation	:	
Duration of Vacation	:	From.....to.....(Total Days.....)
Reason	:	
Date and Time of leaving the station		
Date of joining after availing the leave		
Address during leave period with Mobile Number	:	
For my Academic / Administrative assignments (if any) during the leave period, I have made the following alternate arrangements: 1. 2.		
Date:-.....		Signature.....
Forwarded by Head of the Department (Signature & Seal of the HOD)		
Recommended by Dean/Dean In-Charge (Signature & Seal of the Dean/Dean In-Charge)		
Approved / Not Approved (Signature & Seal of the Dean Academics)		