

Gautam Buddha University

Greater Noida, Gautam Budh Nagar, Uttar Pradesh



APPLICATION FOR DUTY LEAVE

Name :

Designation :

Name of School :

Extra Assignment (if any) :

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

Reason :

Leave Address :

I Have made alternate arrangements for my academic commitments, if any during the leave period.
As following:-

- 1.....
- 2.....

Signature of Employee:-.....
Date:-.....

Recommended / Not Recommended

(Signature & Seal of the Recommended Authority)

Hon'ble Vice Chancellor



NOTE:-

1. Duty Leave of all the faculty members will be sanctioned by the Honb'ble Vice-Chancellor.