

# Gautam Buddha University

Greater Noida, Gautam Budh Nagar, Uttar Pradesh

=====

**APPLICATION FOR CASUAL LEAVE/RESTRICTED HOLIDAY/STATION LEAVE**  
**(For Faculty Members)**

Name : .....

Designation : .....

Name of School : .....

Extra Assignment (if any) : .....

Type of Leave : .....

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

Reason : Suffix/Prefix.....

Date of joining after : .....

availing leave : .....

Leave Address : .....

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

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

Signature of faculty:-.....

Date:-.....

Leave Take.....

Leave Balance:.....

(Office Staff)

**Approved/Not Approved**

**(Sanctioning Authority)**

=====

**(FOR OFFICE USE ONLY)**

No. of days..... From..... To..... entered in the leave register on Page No.....

(Office Staff)

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).
1. In absence of the Dean/ Dean (I/c) Casual Leave/ Restricted Holiday/Station Leave of the faculty members will be sanctioned by the Dean, Academics.