



Application form for grant of following kinds of leave as admissible to *TEACHERS* under the rules.

- (1) Casual Leave (2) Academic Leave (3) Special Casual Leave
 (4) Duty Leave (5) Station Leave (6) Earned Leave/Medical Commuted Leave/Half pay leave

- 1) Name & Designation :
- 2) Leave Required :
- (Leave dates & Holiday /Sunday to be prefixed & suffixed)
- 3) Type of Leave required :
- 4) Purpose :
- 5) Address while on Leave :
- Mobile No.....

6) I have made alternate arrangements for my academic commitments, if any during the leave period.

As following:-

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

Signature of Applicant:-.....

Date:-.....

7) No. of Leave Applied.....Leave Balance.....

(Office Staff)

Forwarded by Dean/Chairperson

(Signature & Seal of the HOD)

Approved / Not Approved

(Signature & Seal of the Sanctioning Authority)

(FOR OFFICE USE ONLY)

No. of days (Leave)From.....To..... entered in the leave register on page No.....

(Office Staff)

Note: It may kindly be noted that action on point No.6 is required in such cases, where duration of leave is 3days and above



J. C. Bose University of Science and Technology, YMCAs, Faridabad
(formerly YMCAs University of Science and Technology)

A State Govt. University established wide State Legislative Act. No. 21 of 2009

SECTOR-6, FARIDABAD, HARYANA-121006

Web: www.jcboseust.ac.in



Instructions:

The leave application is to be addressed:

1. Casual/Academic/(Duty Leave within India upto five days) of all the Professors & Associate Professors shall be forwarded by the concerned Dean / Chairperson / In-charge, as the case may be, along-with his/her recommendations to the Vice-Chancellor.
2. Duty Leave (beyond five days within India)/Special Academic Leave/Earned Leave/Medical Commuted Leave/ Half Pay Leave/ any other kind of Leave for visiting abroad, to the Vice-Chancellor through Registrar.