



**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR**  
(Established by State Legislature Act 17 of 1995)  
'A' GRADE' NAAC Accredited

**APPLICATION FOR CASUAL LEAVE/R.H./COMPENSATORY LEAVE**

1. Name of the applicant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Deptt./Branch : \_\_\_\_\_
4. Date and duration : \_\_\_\_\_
5. Purposed for which leave is applied for : \_\_\_\_\_
6. Where sanction to leave the station also required: Yes/No

Signature of the applicant

**CERTIFICATE OF AVAILABILITY OF LEAVE**

(To be given by the officer maintaining the leave record)

	<b>CL</b>	<b>CPL</b>
Leave Already availed	:	_____
Balance Due	:	_____
Number of leave applied for	:	_____
Page No. of the Register where entered	:	_____

Sanction of Recommendatory Authority  
(Where applicable)

Signature of the officer maintaining leave register

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Orders of the Sanctioning Authority :  
(Sanctioned/Not Sanctioned)

Signature of the Sanctioning Authority