



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

**APPLICATION FOR EARNED /COMMUTTED /MEDICAL LEAVE**

**Note:** - Items 1 to 8 must be filled in by all applicants whether gazette or non-gazette

1. Name of the applicant : \_\_\_\_\_
2. Leave rules Applicable : \_\_\_\_\_
3. Post held : \_\_\_\_\_
4. Department /Office : \_\_\_\_\_
5. House Rent allowance,  
Conveyance allowance or other  
Compensatory allowance drawn  
in the present post. : \_\_\_\_\_
6. Nature and period of leave applied :  
for date from which applied : \_\_\_\_\_
7. Sunday and holidays if any  
Proposed to be Prefixed/ suffixed to  
Leave In any : \_\_\_\_\_
8. Ground on which applied for : \_\_\_\_\_

(Signature of applicant with date)  
Address during the leave

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended

(Head of Office)  
GJUS&T, Hisar  
(With Stamp)