



SHIVAJI COLLEGE

(UNIVERSITY OF DELHI)

RAJA GARDEN, NEW DELHI-110027

S.No.

Leave Register Folio.....

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

1. Name of Applicant
2. Post held
3. Department, Office and Section
4. Nature of leave applied for
5. Place of visit in case of station leave
6. Duration of leave applied for
7. Sundays and holidays, if any proposed to be prefixed/suffixed to leave.
8. Ground on which leave is applied for
9. I propose/do not propose to avail myself of leave travel concession for the block year during the ensuring leave
10. Address during leave period

Dated

Signature of Applicant

11. Remarks and/or recommendation of the controlling Officer.

Shri/Shrimati will work on his/her behalf.

Dated

Signature

12. Orders of the authority competent to grant leave.

Dated

Signature

S.No.

Received an application from Shri/Shrimati

Dealing Asstt. (Deptt./Office)