



भोट विद्या संस्थानम्

CENTRAL UNIVERSITY OF TIBETAN STUDIES

(Deemed University)

SARNATH, VARANASI

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

(For Earned Leave, Half-Pay Leave, Commuted Leave, Leave not due, Extra Ordinary Leave, Maternity Leave, Paternity Leave)

Name : _____

Designation : _____

Scale of Pay : _____

Department / Section : _____

Type of Leave : _____

Period of Leave : _____

Saturdays/ Sundays & Holidays : _____

if any, proposed to be pre-fixed/
suffixed (with dates) : _____

Whether Permission to leave
the HQ reqd. ? : Yes or No

Reason for leave : _____

Complete address : _____

During leave period : _____

Forwarded by _____

Signature of HOD / Section Head Date..... (Signature of Applicant)

CERTIFICATION FOR ADMISSIBILITY OF LEAVE

Nature of Leave	No. of days of leave entitlement / due as on 1 st day of leave applied for	No. of days of leave deductible for leave applied for	Balance after deduction of period of leave applied
Earned Leavedaysdaysdays
Half pay Leavedaysdaysdays

Admissibility of leave as given in the table above is certified and therefore official may be granted
.....days ofLeave w.e.f.to.....

Proposed by Checked by Recommended by

Asst.

S.O.

Asst. Registrar / Dy Registrar

ORDERS OF LEAVE SANCTIONING AUTHORITY

Sanctioned / Not sanctioned

Registrar/Director