

Maharana Pratap Horticulture University, Karnal

APPLICATION FOR GRANT OF CASUAL LEAVE/RESTRICTED HOLIDAY/STATION LEAVE

For Grade-A, B, C & D Employees of the University

1. Name _____
2. Designation _____
3. Period of CL/RH/SL applied for From _____ to _____ with
permission to prefix _____ and suffix
_____ holidays
4. Reason/purpose on which casual leave is
applied for _____
5. Permission for station leave _____
6. Address during leave _____

Tel. No. _____
Mob. No. _____

Signature

7. Certified that CL/RH from _____ to _____ is admissible as per leave record.

Signature of Reporting Authority

8. Approval of leave sanctioning authority
Dr./Sh./Smt. _____ will
look after work during leave period.

Signature

Maharana Pratap Horticulture University, Karnal

APPLICATION FOR LEAVE(EXCEPT CL/RH/SL)

FOR GRADE – A, B, C AND D EMPLOYEES OF THE UNIVERSITY

1. Name _____
2. Designation _____
3. Nature of leave applied for _____
4. Period of leave From _____ to _____ with permission to prefix _____ and suffix _____ holidays
5. Reason/purpose for leave is applied for _____
6. Date of return from last leave and the nature and period of leave _____
7. Permission for station leave _____
8. Address during leave _____

Tel. No. _____
Mob. No. _____

Signature

9. Certified that _____ (nature of leave) from _____ to _____ is admissible as per leave record.

Signature of Reporting Authority

10. Approval of leave sanctioning authority
Dr.Sh./Smt. _____ will look after work during leave period.

Signature

If the applicant is drawing any compensatory allowance, the sanctioning authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying similar allowance.