

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Application for leave (other than Casual Leave)

(For Non-Teaching Staff)

1. Name of the Application : _____
2. Post Held : _____
3. Leave rules applicable : _____
4. Deptt/Office & Section : _____
5. Pay : _____
6. House rent allowance
conveyance allowance or other
compensatory drawn in the
present post : _____
7. Nature of leave applied for : _____
8. Period of leave applied for and
date from which required : from.....
: (total days.....
9. Sunday & Holidays, if any,
Proposed to the prefixed
Suffixed to leave : _____
10. Ground on which leave is
applied for : _____
11. Date of return from last leave
and the nature and period of that
Leave : _____
12. Address during leave period : _____

Note: The application for leave should be sent atleast 7 days before the date from which the leave is applied for

Dated : _____
Remarks by the Supervisor staff

(Signature of Applicant)
(with date)_____